



INDIANA UNIVERSITY

OFFICE OF THE VICE PROVOST FOR RESEARCH

Bloomington

FACULTY RESEARCH SUPPORT PROGRAM

SEED FUNDING

(FRSP - Seed Funding)

Application Deadlines:

November 1, 2017 | April 2, 2018

Guidelines

Application Instructions

Revised: April 27, 2017

Questions regarding the FRSP should be directed to:

FRSP Administrator:	Jeffrey Zaleski	zaleski@indiana.edu	855-2134
FRSP Coordinator:	Fraya Fox	frsp@indiana.edu	855-8913
FRSP Finance Manager:	Kristi Jones	joneskri@indiana.edu	855-3995

SYNOPSIS

The Seed Funding program supports new innovative research projects that have not been previously submitted for external funding from federal, state, international, or private entities but are targeted for submission to a specific external agency and whose likelihood of funding on submission would increase with the acquisition of data or proof of concept. Renewals and continuation projects will not be considered. **Eligible projects must be new, innovative, and targeted for submission to a specific external funding agency within one year of the start of funding. Awards will be for nine months only.**

GUIDELINES

PHASE 1 SUBMISSION DEADLINES TO OVPR AND FUNDING PERIODS

<u>Submission to OVPR by Chair/Division Head</u>	<u>Funding Period</u>	
	<u>Begin Date</u>	<u>End Date</u>
April 2	June 1	February 28
November 1	January 1	September 30

ELIGIBILITY

Eligible Projects

- New, innovative projects that are targeted for submission to a specific external federal, state, international, or private non-profit entity and that will benefit from the acquisition of data or proof of concept
- Projects of individual faculty members in the sciences, arts, humanities, and social sciences are eligible as well as projects involving collaboration between physical and natural scientists and the arts, humanities, or social sciences.

Ineligible Projects

- Renewals and continuation projects
- Proposals focused on the development of teaching or academic programs
- Non-funded competitive renewal proposals. Funding for such non-funded renewal proposals should be sought through the Bridge Funding program:
<http://ovpr.indiana.edu/funding/internal-funding-programs/bridge-funding/>
- Proposals in areas supported by the New Frontiers in the Arts and Humanities Program:
http://research.iu.edu/funding_newfrontiers.shtml
- Proposals from commercial, industrial, and other for-profit entities

Eligible as PIs

- All tenured and tenure-eligible faculty members at IU Bloomington
- Research scientists at IU Bloomington
- Research center directors at IU Bloomington

- Medical Sciences faculty at IU Bloomington
- Emeriti faculty members who are still active in research. (Some budgetary restrictions may apply. Contact your fiscal officer or the Office of the Vice Provost for Faculty and Academic Affairs for details.)

Not Eligible as PIs

- Visiting and adjunct faculty members
- Staff scientists (support-oriented positions)
- Postdoctoral research associates
- PIs with outstanding final grant reports from previously OVPR-funded projects
- Previous awardees of OVPR-funds for the same or highly-similar projects

MAXIMUM AWARD

- The maximum amount that will be awarded for any project is \$40,000. Awards will typically be between \$15,000 and \$25,000.

FUNDING DURATION

- Budgets should be one-time amounts to be expended over a maximum of nine months.
- The Seed Funding program does not provide multiple-year awards or renewals.

MATCHING FUNDS

- All Seed Funding program support requires matching arrangements between OVPR (85%) and the faculty member's home department, college, or school (15%).

MULTIPLE APPLICATIONS FROM SCHOOLS/DEPARTMENTS FUNDS

- Multiple applications submitted from the same school or departments must be prioritized by the chair or division head.

PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

ONLINE APPLICATION

<http://ovpr.indiana.edu/funding/ovpr-funding-programs/frsp-seed-funding/>

APPLICATION REQUIREMENTS

Applicants must complete an electronic application, upload a completed budget worksheet and a completed application form. Please note page limitations.

APPLICATION COMPONENTS (PDFs are preferred.)

Details on the components of the electronic application are provided below. *The PI must log in to complete and submit the application.* Because IU CAS Authentication is required, the PI cannot give permission to access the application for viewing or editing purposes.

The electronic internal application must include:

1. **Proposal Cover Sheet**: A cover sheet will be generated from the information provided in the electronic application.
2. **Letter of support from the chair or division head that includes:**
 - a. his/her endorsement and rationale for funding and timing of the proposed project
 - b. a commitment to encourage the PI to apply for funding from an external agency within 12 months for the project
 - c. a financial commitment consisting of 15% of the final budget
 - d. a statement that an internal department/division review, which may include a review process or other process deemed necessary or desirable was used to assess potential proposals
 - e. a statement that the chair/division head agrees to serve as a reviewer of the FRSP-Seed applications or agrees to appoint a suitable proxy for this review

Letters and reviews can be uploaded by the applicant or emailed to frsp@indiana.edu.

3. **Project Description** (5 page maximum - references are not included in 5 page limit but are limited to only 1 additional page):

Must include these sections labeled as A, B, C, & D:

- a. Have you submitted this proposal for any other internal or external competitions? If answer is anything other than “no”, explain.
- b. Description of the proposed research
- c. How the research will lead to a fundable application to an external agency within a year of FRSP funding start (must identify at least one specific funding opportunity and agency)
- d. A timetable for submission to that agency

Please keep in mind that the review panel will comprise chairs and faculty from various disciplines. Proposals should be written so that a reviewer from any discipline can understand and evaluate it.

4. **Budget Justification**: The justification (1-page limit) must provide rationale for requested funds for **all personnel, course release, materials, equipment, and travel**, as well as any item whose purpose or cost computation is not self-evident.
5. **Personnel (1 page limit)**: Provide a list of **all** personnel (even if individuals have not been determined) that provides:
 - Name or TBD
 - School, department, center where applicable
 - Roles of each (PI, Co-PI, collaborator, consultant, mentor, grad student, post doc, staff, etc.)
 - Percent effort to be contributed to the project **even** if not receiving funding directly
 - Name of primary mentor for undergraduate and graduate students

6. **Biosketch (NIH format):** <http://grants.nih.gov/grants/funding/2590/biosketchsample.pdf> Both external and internal support, including start-up funds, should be listed in “D. Research Support” for ongoing and completed projects.
7. **Upload Budget:** The budget is to be completed using the budget worksheet found on the application form. The budget should include all projected expenditures, and should support and be consistent with the proposal.

Note: On the e-application, do not duplicate the name of the PI completing the application in the section listing Co-PIs and collaborators.

BUDGET INFORMATION - Seed Funding program funds must be expended at IU Bloomington.

Budget Guidelines: http://ovpr.indiana.edu/files/3214/2918/7422/budget_guide_frspseed_FY16.pdf

If the research leads to a submission and a positive funding decision during the Seed Funding program award period, the remaining Seed Funding program funds must be returned when external funding commences.

Allowed

- Non-IUB facilities **only** if no comparable facilities exist at IU Bloomington
- Compensation for consultants that are a valid part of the project costs. Justification for hourly rates must be provided. (Consultants cannot be IU faculty or staff.)
- Funding for postdocs if requested as part of the FRSP proposal
- Funds for travel for fieldwork unique to the proposal
- One semester of course release funds up to \$13,000 per investigator
- Funds for equipment purchased as part of the program. A service contract for nine months is allowed.

Not allowed

- Academic salaries (including sabbatical leave)
- Summer salaries
- IU faculty or staff as paid consultants.
- Service contracts for existing equipment
- Travel to conferences
- Course release funds greater than \$13,000
- Requests for base funding
- Compensation for collaborators from other IU campuses or institutions
- Subcontracts

HUMAN SUBJECTS/ANIMALS: Funds will not be released until appropriate compliance approvals such as IRB/IACUC/IBC have been received (if applicable).

NO-COST EXTENSION

A “no-cost extension” allowing funds to be carried over beyond 9 months **will typically not be considered and may be awarded only under exceptional circumstances** requiring a request with justification from both the PI and the chair/division head. Extensions are limited to an additional 3 months; beyond 12 months the unexpended funds will be recalled.

OVPR REVIEW

1. OVPR will appoint a committee consisting of department chairs/division heads or their proxies to review the applications and determine which should be funded. The committee will also judge the suitability of the budgets. Submission of an application by a department chair/division head entails an implicit agreement to serve as a reviewer or to appoint a suitable proxy. OVPR will insure that conflicts of interest are avoided.
2. The committee will report to OVPR whether a proposal should not be funded or funded with the same or a reduced budget.
3. OVPR will make the final funding decisions. Depending on available funds, it is anticipated that four to six awards will be made per cycle.

POST AWARD REQUIREMENTS

1. Each successful applicant is required to notify OVPR upon submission and/or funding of external proposals based on the project funding received through the Seed Funding program. The applicant should provide the IU proposal number, title of the proposal, PI and co-PIs, agency, start date, duration, requested amount and funded amount.
Please use the *external submission notification* form found on this page:
<http://ovpr.indiana.edu/funding/internal-funding-programs/frsp-seed-funding/>.
2. Each successful applicant is required to submit a full progress report no later than three months after the end of the award. Requested data include:
 - Summary of results during the course of the project and how they addressed the Seed Funding program goals
 - Budget report outlining utilization of funds and details of any expenditure(s) outside of the approved budget
 - Resulting publications, performances, conferences, exhibits, including titles, dates, venues, bibliographic information
 - Progress in applying for external funding, including titles, agencies, date submitted (past and future), amounts requested, status, awarded amount
 - Recognition: awards, honors, prizes, reviews

3. Additional follow-up information may be requested outside of the progress report to determine the ongoing efficacy of the Seed Funding program.
4. At the end of the funding period, the departmental chair or division head will submit a report on the success of the FRSP funded project. This report is in addition to the PI's final report.

IP POLICY:

All awards are subject to Indiana University's intellectual property guidelines.
For policy details, see: <http://iurtc.iu.edu/policies/intellectual-property.shtml>

ACKNOWLEDGEMENT:

Seed Funding program awards must be acknowledged in any resulting publications, including press releases, using the following suggested language:

“This project was funded (or partially funded) by IU’s Office of the Vice Provost for Research through the Faculty Research Support Program.”

Links to the OVPR Web sites would also be appreciated.

OVPR: <http://research.iub.edu/> <http://ovpr.indiana.edu/>

An electronic copy should be submitted to frsp@indiana.edu.

DOCUMENT SOURCE:

This document, the electronic application and the associated documents are available on OVPR’s Website:

<http://ovpr.indiana.edu/funding/internal-funding-programs/frsp-seed-funding/>

FUTURE FUNDING

Future funding of applications will be based on the success of external proposal submissions (awards) supported by the Seed Funding program from each department, school, or college.