

FACULTY SENATE SEED MONEY FUND (FSSMF)

Normal Grant = \$3,000 to \$5,000

Maximum Grant = \$10,000

Deadlines = First Weekday in November; First Weekday in April

Purpose

The Faculty Senate Seed Money Fund (FSSMF), administered by the Faculty Senate Research Programs and Policies Committee (RPPC), provides funding to full-time faculty for scholarly and creative projects/research activities that are expected to prepare faculty to attract external funding or recognition to Temple University. Funds awarded under the FSSMF are to be used to facilitate the development of a proposal to be submitted to an external funding source or to support a project that has been approved but not funded by an external source and which needs revision for resubmission. On rare occasions, a project that contributes significantly to Temple University's academic mission may be funded even if no outside funding can be expected. The FSSMF does not support the primary investigator, a collaborator, or a student whose project work leads to an academic degree.

Submission Guidelines

FSSMF applications are accepted until the first weekday in November during the Fall Semester and until the first weekday in April during the Spring Semester. Generally, the Committee will review applications at the end of the Fall and Spring Semesters. Only completed applications will be reviewed.

Proposal

The proposal and all Accompanying Documents (2 Peer Review Forms, a College Review Form, and the Dean's Review Form) must be submitted attached to one electronic submission. This one electronic submission should be finalized and sent by the Associate or Assistant Dean for Research of the applicant's college or school to the following email address: vgardon@temple.edu.

The applications collected at this address will be reviewed by the Research Programs and Policies Committee (RPPC), chaired by Professor Marina Angel.

The proposal must be prepared by the applicant and must include the following elements:

1. Cover Page (attached form)
2. Title Page
 - a. Descriptive title for the project.
 - b. Name, title and highest degree of the primary investigator.
 - c. Department and School/College of the primary investigator.
 - d. Contact email and telephone number where the primary investigator can usually be reached.
 - e. Collaborators including title, highest degree, Department and School/College.
 - f. Indication that the proposal has received the appropriate assurances (e.g. Institutional Review Board, Dean of College/School).

- g. List all internal grant/scholarship funding from Temple University in the past 5 years.
- h. List all active grants including funding source, amount and dates.
- i. List all pending grants including funding source, amount and dates.
- j. List all Summer money applied for From Temple University, whether granted or not, and reason for grant or denial.

3. Detailed Description of the Project (**5 page maximum**)

The detailed description of the proposal must not exceed **five (5) pages** double-spaced with 1” margins (sides, top and bottom), and with a font size of no less than 12 point.

The detailed description of the proposal should contain the following sections:

- a. Rationale: Provide supporting rationale for the project.
- b. Objectives: List objectives that are specific for this project. Objective(s) must be measurable with specific outcomes that are attainable in the one-year time frame.
- c. Methodology: Describe the activities, methods, and techniques that will be used to accomplish the objectives of the grant. Where appropriate describe methods of data reduction and analysis. A timetable to accomplish the activities must be included.
- d. Identify persons responsible for implementation of the activities that support the objectives.
- e. Evaluation: For each objective, describe quantitative or qualitative methods to be used to measure outcomes of the project.
- f. Budget and Budget Justification: The budget should be an accurate reflection of the costs associated with the project. The budget and budget justification must be the last page of the proposal. List the amount requested for the project. List and justify each separate item of equipment. Itemize and justify how supplies are to be used in the FSSMF funded aspect of the project. Include personnel (e.g. research assistant) who will be paid if an award is received. Indicate the hours each person will devote to the project and their responsibilities.
- g. Items that are not appropriate for funding include the time of the primary investigator, a collaborator, or a student whose project work leads to an academic degree. Also not appropriate are computers, peripherals and associated software that are not an integral part of the research project, and excessive unidentified laboratory supplies.

4. Attach curriculum vitae of no more than 5 pages as an appendix.

College, Dean, and 2 Peer Review Forms

Each proposal must be accompanied by three completed forms:

- a College Review Form,
- (2) Peer Reviews Forms, and
- the Dean’s Review Form.

The Chairperson should indicate support of the project by signing the College Review Form. The College’s Research Committee completes the remainder of the form and is responsible for identifying faculty to complete the 2 Peer Reviews. The Dean completes the Dean’s Review Form. Forms are attached.

Review Process by the Research Programs and Policies Committee (RPPC)

RPPC is a Faculty Senate Committee that reviews all FSSMF proposals and recommends funding. Ten faculty members serve on the committee, the faculty elects 4 members and the Faculty Senate Steering Committee appoints 6 members. Each member serves a two-year term. The chair is elected by the RPPC at the end of the spring semester to serve a one-year term during the following academic year.

The RPPC is responsible for providing a comprehensive evaluation of the merits of the application. Following the review, the proposal is accepted for funding, accepted for funding but with a reduced budget, or funding is declined.

An application will not be reviewed for the following reasons:

- Applications received after the first weekday in November during the Fall Semester or after the first weekday in April during the Spring Semester.
- Applications that do not contain the requested information.
- Applications that are parts of an external grant that do not specifically address the above criteria for submission for an FSSMF.
- Applications lacking Peer, College, or Dean's Review Forms,
- Principal Investigators who have received FSSMF funding in the past 3 years for the same project ,
- Principal Investigators who have not submitted final reports for previous FSSMFs.

Other Information

Normal NIH Ethics Rules, including Conflict of Interest Rules, apply to FSSMF Applications and to the activities of RPPC.

Complete applications for FSSMF submitted by email one electronic communication must be submitted by the Associate or Assistant Dean of Research to the following address: vgardon@temple.edu. The applications collected at this address will be reviewed by the Research Programs and Policies Committee (RPPC), chaired by Professor Marina Angel.

Any questions regarding the application process should be directed to Ms. Veronica Gardon at 215-204-8874. Ms. Gardon is serving as staff to the RPPC.

C O V E R P A G E

Application for Faculty Senate Seed Money Fund (FSSMF)

DATE: _____

Principal Investigator: _____

College and Department: _____

Title of Proposal: _____

Brief summary of Proposal (**100 words or less**)

External source(s) from which funds will be requested if SMF funds are awarded.

Total Budget Request \$ _____

PEER REVIEW FORM

Faculty Senate Seed Money Fund (FSSMF)

DATE: _____

Principal Investigator: _____

Title of Proposal: _____

	HIGH	MED.	LOW
Clarity of the rationale for the proposed project	_____	_____	_____
Significance of the proposed project	_____	_____	_____
Appropriateness of budget in terms of the project's goals)	_____	_____	_____
Realism of the timetable	_____	_____	_____
Quality of the research design	_____	_____	_____
Overall quality of the proposal	_____	_____	_____
Competency of the applicant	_____	_____	_____

OVERALL QUALITY OF THE PROPOSAL

High

Medium

Low

General comments of the reviewer - To be shared anonymously with applicant -
(Use no more than two continuation pages if necessary)

Strengths of the Proposal

Weaknesses of the Proposal

COLLEGE REVIEW FORM

Faculty Senate Seed Money Fund (FSSMF)

DATE: _____

COLLEGE: _____

Principal Investigator: _____

Title of Proposal: _____

Will the Dean provide support for implementation of this proposal?

YES NO

Will the department provide support needed to implement the proposed research?

YES NO

Is sufficient space available to implement the proposal?

YES NO

OVERALL QUALITY OF THE PROPOSAL

High Medium Low

Overall recommendation of the College Committee

What is the probability that funds from the SMF will lead to funds from an outside source?

High Medium Low

Chairperson's Name (PRINT) _____

Chairperson's Signature _____

DEAN'S REVIEW FORM

Faculty Senate TU Seed Money Fund (FSSMF)

DATE: _____

COLLEGE: _____

Principal Investigator: _____

Title of Proposal: _____

Will the Dean provide support for implementation of this proposal?

YES

NO

Will the department provide support needed to implement the proposed research?

YES

NO

Is sufficient space available to implement the proposal?

YES

NO

OVERALL QUALITY OF THE PROPOSAL

High

Medium

Low

Overall recommendation of the Dean

What is the probability that funds from the SMF will lead to funds from an outside source?

High

Medium

Low

Dean's Name (PRINT) _____

Dean's Signature _____