

## General Guidelines

1. Seed money grants provide support to initiate research activities or other innovative scholarship which has the potential of generating extramural funding or an equivalent measure of scholarly achievement. The applicant must demonstrate that the proposed project is new and original and must list extramural agencies that might provide future support for the project.
2. Any full-time member of the faculty in the College of Engineering may apply. Faculty on leave of absence without pay and visiting faculty are ineligible.
3. Indication of potential extramural support is required in the application as well as a listing of extramural agencies that might support the project proposal.
4. Awards are limited to one seed grant per faculty member per year. A faculty member may be awarded no more than two grants during a five-year period.
5. Funds may be requested for all types of expenses directly related to the proposal with the following exceptions: dissertation research, manuscript preparation, summer stipends, faculty salaries, books, dues, subscriptions to journals, and supplies and equipment normally provided by departments. Requests for the purchase of personal computers and printers from these funds are strongly discouraged.
6. Awards will not exceed \$10,000. Requests for smaller grants are strongly encouraged. A full narrative justification of items requested in the budget must be attached.
7. Support to travel to professional meetings to present results of research should not be included in this application. Such requests should be directed to the URC Travel Committee or the College's travel fund.
8. Proposals which include 'matching funds' will be given priority. (The matching must come from funds not already allocated or available to the PI.)
9. Applications for support from this Fund will be reviewed and awards will be made by the College of Engineering on a competitive basis judged on the merit and feasibility of the proposed projects and the potential for generating extramural funding. A copy of the evaluation form used by the College is attached.
10. The College does not discriminate against faculty members who currently hold or who have previously held extramural grants. However, a money grant is not intended to be used as a supplement to an extramural grant.
11. The College reserves the prerogative of reducing the size of an award below that requested by the applicant if it is in the best interest of the overall program.
12. An original plus 3 copies of the application should be sent to the Associate Dean, College of Engineering. Proposals are due by April 1 for grants whose activity period will be for one year from July 1 to June 30 of the following year. Proposals are due by November 1 for grants funded from January 1 until December 31. Should April 1 or November 1 fall on a Saturday or Sunday, the proposals would be due on the Monday following the Saturday or Sunday. A one-time no cost extension of 6 months will be allowed only if the principal investigator applies in writing (via a memo to the Associate Dean) for the extension 90 days before the end of the award period.

**FOR YOUR INFORMATION ONLY**

**COLLEGE OF ENGINEERING  
SEED PROPOSAL EVALUATION**

Principal Investigator: \_\_\_\_\_

Requested: \$ \_\_\_\_\_

Rank: \_\_\_\_\_

Recommended: \$ \_\_\_\_\_

Project Title: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	EXCELLENT 4	VERY GOOD 3	GOOD 2	FAIR 1	POOR 0
<b>Significance -</b> Does the applicant explain why the project may ultimately yield important results?					
<b>Methodology –</b> Does the proposed method fit the project objective?					
<b>Future Funding -</b> Is there a clear and definite plan to seek extramural support with a reasonable chance of success?					
<b>Productivity -</b> Is there evidence that the applicant is an active researcher and has he/she effectively pursued extramural support for previous projects?					
<b>Comments:</b>     					

Raw Score: \_\_\_\_\_ Standardized Score: \_\_\_\_\_ Adjusted Score\*: \_\_\_\_\_

\* Penalty points are deducted from the scores of senior faculty members  
(0.6 points for full professors and 0.3 points for associate professors)

**College of Engineering**  
**APPLICATION FOR SEED MONEY GRANT**  
Typed original and 3 copies are required

Date \_\_\_\_\_

**APPLICANT:** Name \_\_\_\_\_ Rank \_\_\_\_\_ Office Phone \_\_\_\_\_

Department \_\_\_\_\_ Number of full years on UH Faculty \_\_\_\_\_

*(Note: during the grant period, you may not be on sabbatical or leave without pay.)*

**PURPOSE:** Funds are to be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT TITLE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT REQUESTED:** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR CERTIFICATIONS:**

Does this proposal require and/or involve:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The use of human subjects? Date of CHS application _____ or CHS # _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The use of animal subjects? Date of ACUC application _____ or Approval # _____<br>Attached LAS cost estimate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The use of compressed-gas (SCUBA) diving, recombinant DNA, radioactive material, or other hazardous material? If yes, submit approval of the Environmental Health and Safety Office with this proposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The use of proprietary/confidential information? If yes, provide details on a separate sheet. Clearly identify any such information found in this proposal.   |

**RISK MANAGEMENT**

If your answer is yes to any of the following questions, you must comply with the appropriate University policies.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The use of medical professionals with human subject contact?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Research dealing with HIV, infections diseases, blood borne pathogens, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Hazardous working conditions, i.e., use of firearms, uncertain terrain, explosives, fire, and other safety hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The use of watercraft (research vessels)?   |

APPLICATION FOR COE SEED MONEY GRANT

Please refer to guidelines for specific instructions. Please complete the following or submit a separate sheet for your proposal's budget items.

A. PERSONNEL SERVICES

Type: \_\_\_\_\_ Cost: \_\_\_\_\_
Type: \_\_\_\_\_ Cost: \_\_\_\_\_

What services are to be performed? Please justify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Personnel Services \$ \_\_\_\_\_

B. OTHER CURRENT EXPENSES - Itemized Expendable items.

Item \_\_\_\_\_ Cost \_\_\_\_\_
Item \_\_\_\_\_ Cost \_\_\_\_\_
Item \_\_\_\_\_ Cost \_\_\_\_\_

Why are these items needed in your research project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets, if needed)

Total Current Expenses \$ \_\_\_\_\_

C. EQUIPMENT - Itemized

Any single item that costs \$5,000 or more, with a life expectancy of over a year is classified as equipment.

Item \_\_\_\_\_ Cost \_\_\_\_\_
Item \_\_\_\_\_ Cost \_\_\_\_\_
Item \_\_\_\_\_ Cost \_\_\_\_\_

Installation cost for equipment
(Estimate from Facilities Management) \_\_\_\_\_

Total Equipment and Installation Cost \$ \_\_\_\_\_

Why is equipment needed and how will it be used in your project? Is equivalent equipment available to you within the U.H.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets, if needed)

If equipment requires electrical and/or plumbing connections or existing lines, approval of following is required:

Director, Facilities Management: \_\_\_\_\_

**APPLICATION FOR COE SEED MONEY GRANT**

**D. TRAVEL**

For the purpose of completing the research project only; sabbatical travel not related to the project is ineligible.

Destination \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Estimate Cost: Travel \_\_\_\_\_ Per Diem \_\_\_\_\_

Total Travel + Per Diem \$ \_\_\_\_\_

Why is travel required?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets, if needed)

TOTAL SEED GRANT REQUEST \$ \_\_\_\_\_

**E. SIGNATURE OF APPLICANT** \_\_\_\_\_

**F. STATEMENT BY DEPARTMENT CHAIR\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF DEPARTMENT CHAIR\*** \_\_\_\_\_

\*Statement and signature required to ensure that the application has been reviewed and that administrative and financial implications have been considered and approved. The department agrees to process fiscal and personnel documents needed to support the project.

Action recommended by College Review Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

## REQUIRED ATTACHMENTS:

1. A Project narrative, not to exceed five pages (references are not included in this limit). Print type should be legible and must be at least 10 points. **Members of the review committee are not experts in your field, so be as clear as possible in your narrative.** It is strongly recommended that you do not use text taken directly from a NSF or NIH proposal. The narrative should include the following:
  - \* A project summary.
  - \* A clear and concise description of the project to be undertaken, its relationship to other work in the field and previous work you have done. Provide an overall perspective, explaining why you think this work should be supported.
  - \* A description of the methods to be employed in this project.
  - \* A statement of the accomplishments that can be reasonably be expected during the grant period.
2. Describe how the seed-money grant will strengthen your potential for obtaining extramural funding. Include probable sources of funds as well as approximate dates and amounts to be requested. ***The proposal will be ineligible if this item is omitted.***
3. A brief Curriculum Vitae, including:
  - a. A list of all your publications or creative works in the past five years. Include any published reviews of your work.
  - b. A list of extramural grants received in the past five years, including current grants and pending proposals, giving agencies, amounts, and grant period/date submitted. Please indicate whether you are the principal investigator or co-investigator and the relationship between the extramural grant and seed-money request.
4. If you have received any URC or College seed-money grants, please attach a statement describing your accomplishments and the resulting extramural funding.