



**Lawrence Technological University  
Research Support Services Committee**

## **Research Seed Grant Program for Promoting Faculty Scholarship**

The Research Support Services Committee administers a Research Seed Grant program for full-time faculty at Lawrence Technological University. These awards utilize the Provost's portion of indirect costs resulting from externally funded projects to encourage, develop, and support faculty research and creative endeavors with the goal of future external funding for scholarship, research, and creativity. These awards are designed to supplement and strengthen the support provided from department and college resources and through other research opportunities at the University.

Awards are granted through a competitive application process, support from both department chair and dean, review and recommendation by the Research Support Services Committee, and final approval by the Provost. The duration of the awards is between six months and one year, with all unexpended funds reverting back to the general internal funding pool at the end of the award period. All full-time faculty members are eligible to apply for the Seed Grant program, with applications from pre-tenured faculty members given preference.

Each award carries with it the responsibility to disseminate project results either through publication in refereed outlets or other venue appropriate to the endeavor. Awardees must submit a written report to the Provost within 30 days of project completion, and are also required to make a public presentation at a Seed Grant Symposium sponsored by the Research Support Services Committee.

### **Seed Grant Program**

Many funding agencies view preliminary work as a demonstration of planning and commitment to a project and as an indicator of the project's potential for success. Lawrence Tech's Research Seed Grant Program is designed to assist faculty with launching new creative works or research ideas. Seed grants are designed to help researchers conduct the preliminary work needed to apply for external funding. The Seed Grant program does not provide bridge or supplemental funding for ongoing funded research programs.

Funds can be used for research and scholarly efforts, instructional impact projects, or other worthwhile professional development activities with the potential for future external funding. Projects that emphasize new methods, theoretical approaches, or laboratory improvements are

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encouraged. Applicants are encouraged to link their proposals to the potential funding for academic program or pedagogy improvements if applicable. Teams of two or more eligible faculty may submit proposals for interdisciplinary projects.

Funding can be used for salaries and benefits for students, technicians, and other non-faculty project personnel. Other potential expenses include supplies, equipment, travel directly related to the project, computers directly related to the project, and miscellaneous expenses. Funds cannot be used for faculty salaries (summer or academic year), travel not directly related to project research, conference fees, consultants, or standard office equipment.

Applications may request amounts up to \$3,000 and are subject to a competitive review of proposals and the availability of funds. A faculty member is limited to receiving only one Seed Grant per research project, and may apply for no more than one project each academic year. If the faculty member receives external funding for the project during the award period, all unused funds will be returned to the funding pool.

Proposals are prepared by the faculty member and are then evaluated by their department head and dean for relevance to the faculty member's responsibilities and research agenda, to the mission of the department and college, and to the potential for future external funding. Statements of support from department chair and dean are required prior to evaluation by the Research Support Services Committee.

### **Application Submission Process**

The completed Faculty Research Seed Grant Proposal is due into the Research Support Services Committee by **January 31** or **September 30** of each year. All sections of the proposal form, including the budget form and support from both department chair and dean, must be submitted by the deadline. Proposals must be submitted electronically.

The Faculty Research Seed Grant Proposal template includes complete instructions for preparing a proposal. Proposals are evaluated by the Research Support Services Committee using these criteria and a 1-5 rating scale with comments:

1. Are the goals and objectives and results stated clearly, are they reasonable, and are proposed method appropriate?
2. Does the investigator clearly explain the significance of the project to the discipline?
3. Does the investigator provide information to determine if the proposal represents a new direction for research or creativity?
4. Is the budget reasonable for the stated goals and objectives?
5. Does the investigator have the experience needed to carry out the project?
6. What is the probability of this funding leading to future external support?
7. Has the investigator identified potential barriers or technical difficulties?
8. Has the investigator provided a literature review?
9. Has the investigator obtained required assurances (animal, human, radiation, etc.)?

## **Grant Administration**

The awardee is responsible for the administration of grant funds. No over-expenditures against the award amount is allowed. The Research Accountant will have fiscal oversight responsibility. All expenditure receipts, invoices, and other financial documents should be forward to the Research Accountant for review and approval.

Equipment purchased with Seed Grant funding is considered property of Lawrence Tech and may not be transferred to another institution should the investigator leave their University employment.

The duration of the awards is between six months and one year, with all unexpended funds reverting back to the general internal funding pool at the end of the award period. If the work cannot be completed in the initial twelve-month period, the awardee may request one six-month extension by sending a request and justification to the Office of the Provost at least thirty (30) days prior to the end of the initial year.

A final report must be filed with the Office of the Provost within thirty (30) days of completion of the project. Awardees must also make a public presentation as part of a Research Seed Grant Symposium sponsored by the Research Support Services Committee.