SEED GRANT APPLICATION

SEED GRANTS ARE SUPPORTED BY THE COLLEGE OF ARTS & SCIENCES, SCHOOL OF PUBLIC HEALTH, AND ANDREW YOUNG SCHOOL OF POLICY & STUDIES

2020 - 2021

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Email Questions: rcoates@gsu.edu

Registration for all applications
Opens: March 20, 2020
Closes: May 15, 2020

www.violence.gsu.edu
2020-2021 CALL FOR SMALL GRANT PROPOSALS

Due Date: May 15th, 2020

Criteria and Format for Center Proposals

The overarching goal of the Center for Research on Interpersonal Violence is to promote collaboration and interdisciplinary scholarship among its faculty, postdoctoral fellows, and students that will ultimately prevent or reduce interpersonal violence. With this goal in mind, the Center aims to support research that has high potential to make a significant scientific or community impact, inclusive of procuring external funding. Within the Center, there exist several grant mechanisms designed to support this goal. These include small grant proposals that support travel to professional meetings for doctoral students and postdoctoral fellows, a student thesis/dissertation award, graduate student stipends, the pre-review of external grant applications, and seed grants that support research projects. Instructions for preparing proposals are provided below. All proposals should be submitted as a single PDF and emailed directly to rcoates@gsu.edu

Student Travel Awards

The Center will support travel awards of up to $500 per fiscal year to students and postdocs who are the first author of a professional conference presentation that is consistent with the aims of the Center. A limited number of awards will be available throughout the fiscal year, with deadlines for application set for July 1st, November 1st, and February 1. All travel authorizations must be submitted by May 15, 2021 and all travel completed by June 30, 2021.

To apply, applicants must submit the presentation abstract and documentation that the presentation has been accepted for presentation. If the conference presentation would occur before the review deadlines listed above, the applicant should contact Mr. Ralph Coates at rcoates@gsu.edu. All applicants funded by a student travel award should include an acknowledgement to the Center in their presentation.

Student Thesis/Dissertation Award

The purpose of the Center’s Student Thesis/Dissertation Award is to support thesis or dissertation research that is consistent with the aims of the Center. Only graduate student affiliates of the Center are eligible to apply. Awards are limited to $5,000 and must fund expenses associated with conducting the thesis or dissertation work. All funds must be expended during the fiscal year requested and MUST be for thesis- or dissertation-related expenses.

The main text of the proposal should be prepared using 12 point Arial or Times New Roman, single space, with one inch margins on all sides. The main text should include the following sections with the following section titles:

1. A copy of the applicant’s current CV.
1. **Abstract (300 word limit):** This summary should include a statement of the main question being addressed by the project, the primary aims or objectives of the project, the significance or potential impact of the proposed project, and a statement or two about the general methods to be employed.

2. **Project Description and Budget (one page limit):** The project description should provide a summary of the project’s proposed methods and procedures. This description should be concise yet provide Reviewers sufficient information to appreciate the type and scope of work being proposed. It should also provide sufficient information to justify budget requests. Regarding the budget, note the following:

   a. The total budget cannot exceed $5,000 for 1 year of support. The budget description should itemize the expected costs for the July 1 - June 30 period. Awarded funds cannot be carried beyond that date.

   b. **Allowable expenses:** Support may be requested for supplies, participant remuneration, equipment, travel, and other allowable items or services necessary to engage in research activity (travel to present data at conferences will not be supported). Purchase of food for participants (e.g., in focus groups) is not allowable. Funds cannot be used for expenses that are typically covered by the University (e.g., computers).

3. **Letter of support from Thesis/Dissertation Chair:** The applicant’s Thesis or Dissertation Chair should submit a letter of support separate from the application. The letter should provide confirmation that (a) the Chair has approved the applicant’s research topic and methods (it is not required for the student to have held a formal proposal meeting with their committee), and (b) the applicant is within approximately two years of completing the masters or doctoral degree. The letter should also describe the applicant’s qualifications as well as their potential for making a contribution to their field of study.

### Student Support

The Center values the training of undergraduate and graduate students and also recognizes that students can be critical to advancing innovative ideas and collaborations among faculty. To this end, Center faculty can submit proposals that provide partial funding ($6,000 maximum) for a student(s) who would significantly advance collaborative and interdisciplinary scholarship within the Center and have high potential to make a significant scientific or community impact, inclusive of leading to applications for external funding. Center faculty must play a central role in the proposed project.

Proposals should be prepared using 12 point Arial or Times New Roman, single space, with one inch margins on all sides. Proposals should provide the following information:

1. Provide a **one-page** “Proposal Summary”, which includes:
a. The name of the student and their degree program (e.g., undergraduate major, graduate program).
b. Amount of funds requested.
c. A description of how support for the student(s) will directly facilitate collaborative research between two or more core faculty.
d. A description of how support for the student will have high potential for the research to make a significant impact.
e. A description of the expected deliverable at the conclusion of the funding period (e.g., manuscripts submitted, data collected from a new project, a grant application). Be specific with deliverables and include anticipated timelines.

2. Provide the student’s CV [not included in the page limitations].
3. Provide a status report (no more than approximately 1/2 page) that lists the accomplishments seeded by any student support award funded through the Center for Research on Interpersonal Violence in the past five years (seeded by means “would not have been possible without”). Previous awardees should provide evidence that they fulfilled the required outcomes expected from their previous award (e.g., list of specific deliverables).

Pre-Review of External Grant Applications

To maximize the likelihood that external grant applications will be funded, the Center will support small awards ($1,000 maximum) which will pay for a pre-review of a full grant application. Center faculty must play a central role in the grant application. Proposals should be prepared using 12 point Arial or Times New Roman, single space, with one inch margins on all sides. Proposals should include:

1. A one-page “Proposal Summary” which includes:
   a. Name the members of the research team
   b. The Funding Agency and the Program Announcement or Request for Applications to which the grant will be submitted
   c. Amount of funds requested and assurance that these funds will fully cover the cost of a pre-review.
   d. State whether the proposal is a new submission or has been previously reviewed.
2. Specific Aims and Hypotheses (one page)
3. A timeline for submission of the application, including when the pre-review would occur (one page).

Seed Grant

The purpose of the Center’s seed grant program is to support new, collaborative research among Center faculty that has high potential to make a significant scientific or community impact, inclusive of leading to applications for external funding. At least two center faculty must play a central role in the proposed project. The main text of the proposal should be prepared using 12 point Arial or Times New Roman, single space, with one inch margins on all sides. The main text should include the following sections with the following section titles:
1. **Abstract (300 word limit):** This summary should include a statement of the main question being addressed by the project, the primary aims or objectives of the project, the significance or potential impact of the proposed project, and a statement or two about the general methods to be employed.

2. **Project Description and Budget (one page limit):** The project description should provide a summary of the project’s proposed methods and procedures. This description should be concise yet provide Reviewers sufficient information to appreciate the type and scope of work being proposed. As appropriate, include letters of support from agencies that are critical to the conduction of the proposed study (e.g., provides access to a population). It should also provide sufficient information to justify budget requests, which should be included here as well. Regarding the budget, note the following:

   a. The total budget cannot exceed $10,000 for 1 year of support. A budget description that itemizes the expected costs for the July 1 - June 30 period. Awarded funds cannot be carried beyond that date.
   
   b. **Personnel:** Funds may be used for research staff (e.g., post-docs, other research staff) and graduate student stipends. Funds may not be used for faculty academic year buyout or summer salary.
   
   c. **Supplies, travel, and other expenses:** Support may be requested for supplies, participant remuneration, equipment, and travel to engage in research activity (travel to present data at conferences will not be supported). Purchase of food for participants (e.g., in focus groups) is not allowable. Funds cannot be used for expenses that are typically covered by the University (e.g., computers).

3. **Evidence of potential impact (one page limit):** The purpose of the Center’s seed grant program is to support new, collaborative research among core faculty that has high potential to make a significant scientific or community impact, inclusive of leading to applications for external funding. Any proposal that does not provide a clear description of the potential impact of the work and/or the external funding applications that will result from the completed work will not be funded.

**Evaluation Criteria**

Please note, the Center strives to ensure the evaluation committee has diverse discipline representation and there is a distinct possibility that faculty outside your discipline will review the proposals. **Therefore, applicants are reminded and encouraged to use language that can be understood by a diverse audience.**

**Post-Award Requirements**

Future Small Grant applications will not be considered if the requirements are not met on previous grants.
As a faculty and student affiliate of CRIV, you are encouraged to:

- Promote the impact of the Seed Grant program to the university community
- Participate in Center activities and programs
- Advise the Center about any proposals, grants, or publications arising from your approved funding

**Marketing Requirement**

Providing funding for research is a priority of the Center, and publicizing the impact of the Small Grant program is critical to attracting additional resources. Therefore, all awardees must contribute to the marketing efforts by the Center.

This may include, but is not limited to:

- Acknowledge support by the Center in any publications, presentations or media releases related to this project
- Utilize CRIV Power point (attached) for all presentations
- Contribute to the Center’s newsletter and social media posts
- Providing photos of any presentations which CRIV has helped with grant funding

**Annual Retreat**

Recipients are required to attend the Center’s annual research retreat and provide a short presentation on the funded project. Details for the event will be finalized in Summer 2020, and faculty will be given advanced notice to prepare.

The presentation should:

- Discuss the funded research project
- Provide update on the current status of the research, including any preliminary findings
- Discuss future plans

**Final Report**

A final written report is due no later than **July 30, 2021**, unless granted an extension by the Center Director in advance. Reports should be submitted electronically in PDF format to the CRIV Associate to the Director.

**Section 1: Cover page** – Grant title and contact information of research team

**Section 2: Final summary** – Summaries should be 150 words or less. **Note:** Final summaries will be published on the Center’s website, annual report, etc. Thus, it is recommended that the abstracts be written for a general audience and not include any proprietary information or intellectual property the authors do not wish to publicly disclose.
Section 3: Report narrative – Expanded report that should clearly describe results directly attributable to the grant. The final report should address the following questions:

- What, if any, preliminary results have been obtained and what were the implications of the results?
- Describe any plans for publications or presentations?
- Are you considering applying for additional grant funding?

Travel Award Authorization

As part of your award you will need to fill out the Travel Authorization Form 30 days in advance of your departure and return it to me for processing. Be sure to hold on to all itemized receipts because they will need to be submitted with your payment request form. Please keep in mind the following when you complete your travel authorization form.

- All travel costs must show proof of payment (e.g., credit card statement, bank statement, receipts with zero balance).
  ** Statements must show the name of traveler and the last four digits of credit card.
- When completing your travel authorization form, please ensure that you count the number of days and so that your estimates are accurate. For example, lodging estimate - $400- traveling for 5 days, 4-night stay- equals $ 100/night not including taxes.
- If you drive your personal vehicle you are not eligible for reimbursement of fuel costs, only mileage. All estimated travel forms must include meal per diem breakdowns. The federal per diem breakdowns can be found here.

Imprest Fund Procedures

Imprest Funds are available for sponsor-funded and non-sponsor funded activities that are recurring in nature and are required for more than 30 days. Typical expenses would be:

- Cash payments or gift cards to individuals who are “human subjects”
- Cash payment for participant support

See more detailed information: Imprest Funds Procedures
CENTER SEED GRANT APPLICATION SIGNATURE ACKNOWLEDGEMENT FORM

Completed applications, including the signed ACKNOWLEDGMENT FORM, must be received electronically in PDF format by the Center no later than May 15, 2020. Late or incomplete submissions will not be considered for funding.

Select Grant Application:

☐ Seed Grant

☐ Student Travel Grant

Proposal title: __________________________________________________________

_____________________________________________________________________

Principal Investigator name: _____________________________________________

Department and College: _______________________________________________

E-mail: ________________________________

Phone number: _______________________

By signing this document, I acknowledge that I have read the Seed Grant application guidelines and agree to its terms.

_________________________________________________    _______________
Principal Investigator Signature                         Date

The Center for Research on Interpersonal Violence will complete the section below:

Received By: ________________________________

☐ Approved ☐ Denied

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