**CALL FOR PROPOSALS (Amended 2-6-2024)**

**W&M SEED FUNDING RESEARCH GRANTS**

*(***FOR FY 2024-25)**

**DEADLINE: *4:00 PM EST, Friday, 8 Mar 2024***

**Electronically submit to: *wmseedfundapp@wm.edu***

**Administered by the William & Mary Faculty Research Committee**

*Questions about this application should be directed to the Chair of the Faculty Research Committee, Hannes Schniepp, (*[*schniepp@wm.edu*](mailto:schniepp@wm.edu) *).*





The W&M Seed Funding Research Grant program promotes an increase in total external research funding at W&M. The program is also designed to help W&M faculty establish self-sustaining, independent funding for research. A requirement for awardees in this program is that the proposed work must lead to submission of one or more proposals for follow-on external funding to maintain sustained future efforts. Seed funding may supplement start-up funds or other funding streams already established by proposers. The seed funds can be used to gather additional data, acquire necessary equipment, master a needed skill, access special materials, or in other ways that are compliant with W&M policies, that will lead to future external funding. To maintain continuing eligibility for this program, awardees must submit at least one proposal to an outside agency, foundation, or corporation within 18 months of award of seed funding. This follow-on external proposal submission may be for a new proposal for one to five years of funding at $150k/yr. Alternatively, the proposal may be for a multi-year renewal of a current, existing award where the new yearly funding level exceeds the existing yearly funding level by at least $100k/year. Meeting these objectives may require expanding the number of co-investigators or students engaged in the work.\*

\*We encourage applications that combine the efforts of faculty from two or more departments or faculty from two or more schools.

**Program Scale**: For 2024, we expect to award 5 grants at up to $60k per grant, independent of the number of investigators in the proposal.

**Who May Apply:** Faculty members at W&M who are in good standing and who have been authorized by their chair, director, dean, or the VPR, to conduct research within their unit. An applicant can only be listed as a Faculty Investigator on a single submission. (Amended 2-6-2024)

**Evaluation Criteria**: Applications will be evaluated by the Faculty Research Committee and must address the following items:

* does the proposal state the objectives in plain English that may be understood by non-experts;
* does the proposal say how the objectives will be achieved, pointing out what has been done in the field, or is usually done, and call out what is new in the proposed approach and explain why that increases the chances for success and the impact on the proposed fields of work;
* does the proposal explain why the chosen personnel are likely to succeed, discuss the risks and outline alternative paths to overcome intermediate failures;
* does the proposal discuss broader social impact, including possible alignment with the strategic plan of W&M or one of its units;
* does the proposal identify one or more potential outside funders for at least one follow-on proposal and say why, if the work succeeds, those outside funders will be more likely to fund the follow-on proposal; and
* does the proposal appendix list prior proposals (source, title, amount, and year) that may leverage support for the present project or related work.

**Conditions and Expectations for Seed Funding Grants Program:**

1. Grants are made with the expectation that the recipient will remain in the service of W&M. A recipient who resigns from W&M (or is not retained for other reasons) will be required to relinquish the grant and any unexpended portion thereof.
2. Grants are made with the expectation that the recipient will execute the work plan described in the proposal, perform the work within the proposed period, and submit at least one follow-on proposal within 18 months of award. *Failure to submit a proposal within 18 months of award may cause the recipient to be ineligible for future grants.* Other supported research, or paid or unpaid teaching, may also be done by the recipient during the period in which this grant is received as long as work is adjusted to meet federal effort reporting requirements.
3. Recipients of research grants should acknowledge the support of W&M in subsequent publications W&M arising from funded research.
4. Recipients must provide a 1–2-page summary report discussing their efforts to complete the proposed work and to seek external funding. The report should include the status of the proposal (s) submitted. The PI shall submit copies of this final report to the Unit lead, Department Chair, Dean, Vice Provost for Research, and Provost at the end of the grant period. *Failure to submit this report promptly may cause the recipient to be ineligible for future internal grants.*

(Last Revised 12/19/2023 by FRC)

**APPLICATION FOR W&M SEED FUNDING RESEARCH GRANT**

*(***FOR FY 2024-25)**

**DEADLINE: *4:00 PM, Friday, 8 Mar 2024***

**Electronically submit to: *wmseedfundapp@wm.edu***

**Administered by the William & Mary Faculty Research Committee**

*Questions about the application should be directed to the Chair of the Faculty Research Committee, Hannes Schniepp,* [*schniepp@wm.edu*](mailto:schniepp@wm.edu)

**Application Instructions:**

The applicant should read the W&M Seed Funding Research Grant Call for Proposals, above, before completing the application.

Please complete items 1-9 of the application, including the research description. The research description must address the Evaluation Criteria on pages 1-2 of the Call for Proposals to maximize the probability of an award. The research description should include a high-level budget (e.g., $2,500 UG wages; $2,500 summer salary, etc.).

The research description (essentially the proposal) should not exceed 1500 words, be single-spaced and double-spaced between paragraphs, have a minimum of one-inch margins, and use at least a 12-point font.

Please combine the application (pages 4–6), research description, references/figures, current & pending support for this work and short-form CVs into a single pdf document. The appendices will not count against the maximum total of 1500 words.

Submit the application and the appendices as a single pdf file to[wmseedfundapp@wm.edu](mailto:wmseedfundapp@wm.edu). Please do not include pages 1-3 of this document. The pdf file name should include the word Seed, investigator1 last name and a department/unit name. For example “seed\_smith\_english.pdf”.

You will receive a confirming email of receipt from [wmseedfundapp@wm.edu](mailto:wmseedfundapp@wm.edu). If you don't receive an email acknowledging receipt from by close of business the day after your submission, please send an email inquiry to [wmseedfundapp@wm.edu](mailto:wmseedfundapp@wm.edu).

Application Checklist

|  |  |
| --- | --- |
|  | Application Information (pages 4 and 6) |
|  | Research Description (starts on page 7 – maximum 1500 words) |
|  | Appendix - References cited and any figures |
|  | Appendix – List of current and pending support for this work |
|  | Appendix – Short form (two pages) CV for all investigators |
|  | Submit as a single pdf file to [**wmseedfundapp@wm.edu**](mailto:wmseedfundapp@wm.edu) **-** see file name instructions above |

**Seed Funding Applicant Information:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Name(s) of all Faculty Investigators:**

Investigator 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Banner ID **required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Banner ID **required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Banner ID **required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Banner ID **required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Title(s) of all Faculty Investigators:**

Position 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Department/School

Position 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Department/School

Position 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Department/School

Position 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Department/School

**3. Project Title:**

Title

**\_\_\_\_\_** Check here if your proposal can be placed in the Successful Proposal Library should it be funded. This will allow future applicants to view your submission.

\_\_\_\_\_ Check here if your application can be forwarded to University Advancement and related faculty-specific development personnel should it be funded. This will allow your project to be publicized in an effort to fundraise for faculty research.

**4. Area Classification:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate which faculty should review your proposal. Area (I - Arts & Humanities; II - Social Sciences, including the School of Education; or III - Natural Sciences).

**5.** **Suggested Reviewers.** Name at least three experts whom the Faculty Research Committee can query for input or ask for a full formal review of your proposal ***if needed***. List William & Mary reviewers wherever possible since external reviews may lead to additional expenses and delays.

Reviewer 1 name Title/Department/Institution Email

Reviewer 2 name Title/Department/Institution Email

Reviewer 3 name Title/Department/Institution Email

**6. External Funding Source.** Which external program does your seed funding target for proposal submission within 18 months of receipt of internal funding?  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Authorizing Signature/Date**: (chair, director, dean, or VPR) My signature confirms that the applicant is in good standing at W&M and has been authorized to conduct independent research.

Print Signature Date

**8. Institutional Compliance:** Answer each question below by checking the boxes. You must certify by checking the boxes below that you recognize the need to submit the necessary forms to the appropriate compliance committee(s).

If you answer “YES” to any question, you will need to login into the [Sponsored Programs & Research Compliance System (SPARCS)](https://www.wm.edu/sites/sparcs/) tocreate a protocol and receive approval from the appropriate compliance committee *prior to distribution of funding*.   
Contact the committee chairs if you have any questions about obtaining required approvals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **Questions** | **Committees to Contact if answer YES to questions** | **Check here to CERTIFY that this proposal has been submitted to the appropriate Committee (s)** **or include the existing approval number** |
|  |  | Will this project involve surveys or testing of human subjects? | Protection of Human Subjects Committee, Chair: Jennifer Stevens, **jastev@wm.edu** |  |
|  |  | Will live vertebrate animals be used in this project? | Institutional Animal Care and Use Committee, Chair: Josh Burk,[**jabur2@wm.edu**](mailto:jabur2@wm.edu) |  |
|  |  | Will this project use any (a) recombinant DNA molecules (including transgenic animals or the transfection of cell lines), (b) infectious agents, (c) human tissue or body fluids (including saliva, urine, blood, semen, or primary human cell cultures), or (d) wild-caught or random source animals or animal tissue (for anyone employing animals that may carry zoonotic disease)? | Institutional Biosafety Committee,  Chair: Josh Puzey, [**jrpuzey@wm.edu**](mailto:jrpuzey@wm.edu) |  |
|  |  | Will this proposal involve research with radioactive material? | Institutional Radiation Safety Committee, Margaret Saha, **mssaha@wm.edu.** |  |

**9) Research Description:** (maximum 1500 words, Please include a high-level budget (e.g., $2,500 UG wages: $2,500 summer salary etc.). Figures may be included in the appendix.