GU Faculty Seed Research Fund: Application Guidelines and Directions

Guidelines: Faculty

The GU Internal Seed Funding Program provides funding for research, scholarship, and creative activity projects for faculty. This program provides important funding for new projects and areas of inquiry, allows faculty to bring ongoing projects to completion, and serves to facilitate the development of projects that are competitive for extramural funding. **Awards are limited to $5,000 and awarded for an 11-month period (October 1, 2023 – August 31, 2024).**

Please note that for FY24, DEI centered questions have been included. If you would like to look at a guide on how to incorporate DEI principles in your research, please go to the Office of Research page on MyGU and click on "Resources."

Eligibility:

- Research proposals for projects leading toward an academic degree are not eligible.
- Temporary faculty, adjunct faculty, emeritus faculty are not eligible.
- Faculty receiving Start-Up funding will not be eligible to receive Internal Faculty Research Seed funding in the same fiscal year without a complete justification for why the funds requested are distinct from start-up eligible expenses and why they are needed to supplement the Start-Up funding.
- Faculty working on projects of a continuing nature, or who have received Faculty Internal Research Seed Funding awards during the past five years, are encouraged to seek outside support. Researchers applying for funding that have been funded in the past 5 years must show evidence of efforts toward external funding in the application.
- Each faculty member may submit only one proposal (either as Principal Investigator or as a Co-Investigator) during the same fiscal year.

Application Guidance

Deadline: Check with your School Director for the deadline. GU Schools will not consider late applications for funding.

Research Involving Human Subjects: If your research involves human subjects, you must get IRB approval before starting your research. In the application, if you have IRB approval, you must attach the approval letter or email. If your IRB approval is pending, attach a screenshot or email showing the current status of your IRB application.

Project Description: Ensure that your project narrative **conforms to the guidelines provided in the application,** with the six subheadings to organize your content. Applications not adhering to that format will not be reviewed. The proposal should be written in language that can be understood by a reviewer outside of the discipline.
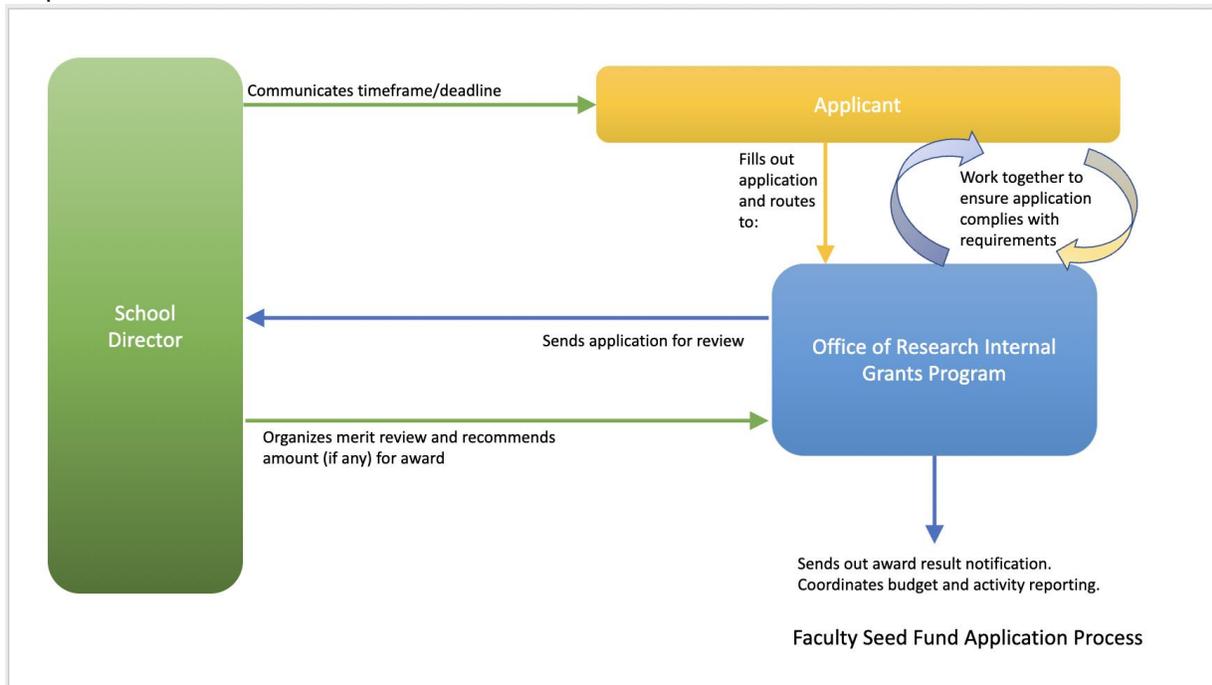
Budget and Budget Justification: Please provide a budget (up to $5,000 for an 11 month period) and associated justifications for your project. Expenses should be directly related to your project. Seed grant funds can be used for student assistants, equipment and supplies, travel, other expenses, and a summer stipend (not to exceed $3,750). With approval from the School Director and Dean of the Faculty, a faculty course release may be used to cover the cost of an adjunct salary and benefit.

Note: Do not include any extra information, related proposals, or the like that are not specifically requested in this application. Extraneous materials will not be considered.

Please contact internalgrants@gallaudet.edu or your School Director with any further questions

Application Review Process

Schools will review applications using School-specific criteria and priorities with final recommendations made by the School Director to the Office of Research, who will be responsible for award notification.


School Director

Communicates timeframe/deadline

Applicant

Fills out application and routes to:

Work together to ensure application complies with requirements

Sends application for review

Office of Research Internal Grants Program

Organizes merit review and recommends amount (if any) for award

Sends out award result notification. Coordinates budget and activity reporting.

**Faculty Seed Fund Application Process**

Application Instructions

Go to [Adobe Sign](#) to fill out the application. This requires two steps, in this order: 1) setting the application up to route for signature, and 2) filling the actual application out.

Setting up your application to get signed

1. In the "Send a document for signature" box, click on "Start from library"
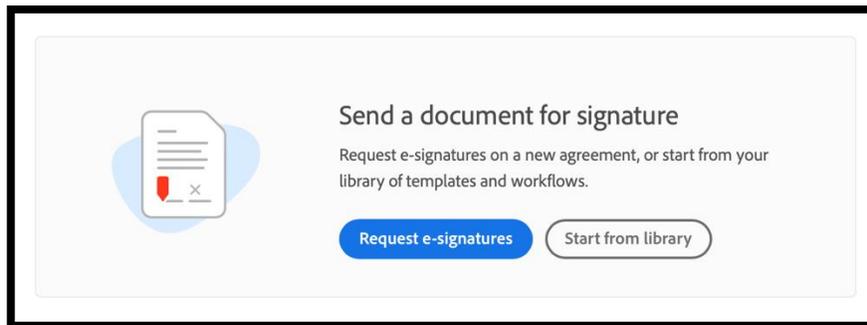
2. In the window that opens, on the navigation bar on the left, click on "Templates" and scroll down to (or search for): "Office of Research: FY24 Faculty Seed Grant Application."
3. When you click on that form, the "Start" button will turn blue; click on "Start."
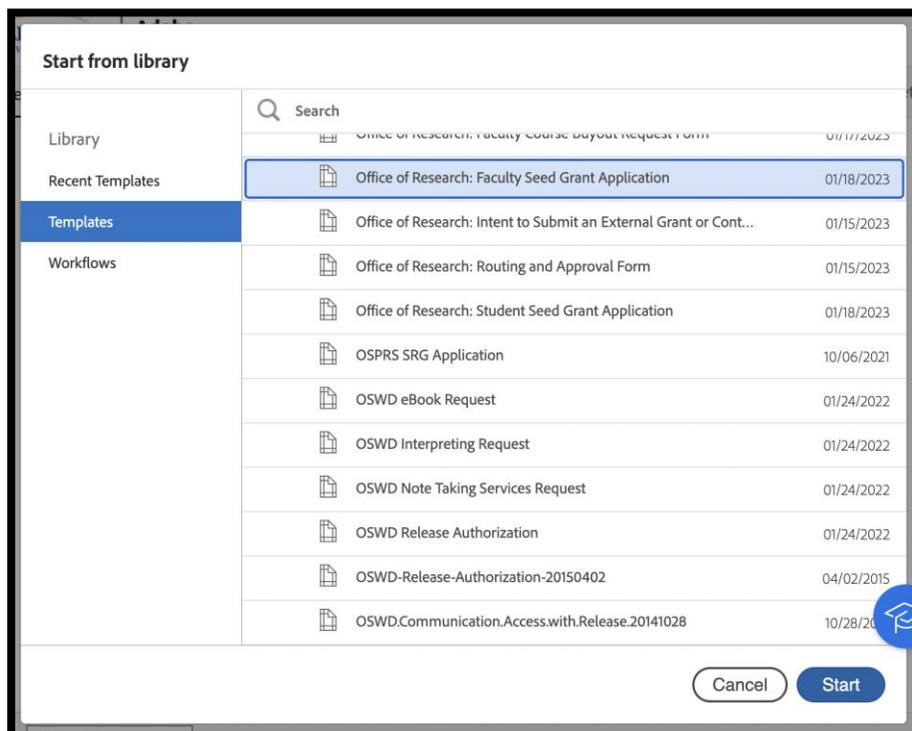
4. In the "Recipients" section:

Field 1: enter **your** email address where it says "Enter recipient email"

Field 2: A second field will pop up: type in internalgrants@gallaudet.edu

5. **Scroll all the way down**, skipping all the other sections. Do **not** click on any checkboxes, options, etc.
6. Click the blue "Send" button.

A blue status bar will appear and then you will get a notification that "'Office of Research: Faculty Seed Grant Application' has been successfully sent for signature."

7. Check your email and open the email notification from Adobe Sign. Click on the blue "Review and sign" button in the body of the email. Your application will open in a new window in Adobe Sign, ready to be filled out.

Filling out your Seed Fund Application

Fill in the yellow fields with your proposal information. Note: there are three places where you can upload files:

1) IRB (proposals involving human subjects only): Click on "Click to Attach IRB Approval Status" to upload your IRB approval letter or email, or, if pending, attach a screenshot or email showing the status of your IRB application.

2) Under the "Project Description" section, click on "Project Proposal" to upload your narrative statement.

3) Under the "Travel for research" section, click on "Travel Quote" to upload your travel quote, if applicable.

When you are finished with all application fields, click on the "Click here to sign" field at the bottom of the form, and digitally sign your application, clicking on "Apply" when finished.

Now, a blue "Click to Sign" button will appear; this button will only appear once you have completed all the required fields. Click it to send to internalgrants.

You should see a screen that looks like the screenshot below. Your application has automatically been routed to internalgrants@gallaudet.edu. *Please note: internalgrants will not sign the application form but will instead confirm receipt and determine if your application is complete and ready for your School Director to review.* Thanks for applying!