# GU Student Seed Research Fund: Application Directions and Guidelines

FY 24 GU Internal Seed Funding Program Guidelines

The Gallaudet University Internal Seed Fund Program provides funding for research, scholarship, and creative activity projects for students. This program provides important funding for new projects and areas of inquiry. Awards cover the period from October 1, 2023 – August 31, 2024 and are capped at **$750 for undergraduate students** and **$1,500 for graduate students.**

Application Review

Below is a diagram describing steps in the application process. While the Office of Research administers and processes applications, decisions are made at the School level.
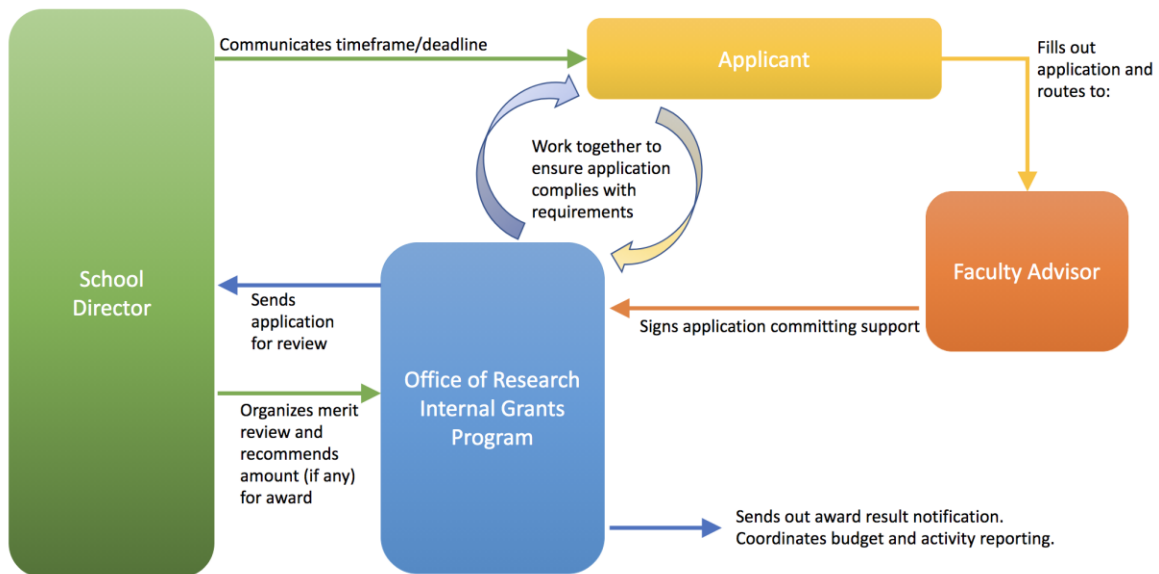
Student Seed Fund Application Process

The following criteria are used to review proposals.

Criteria	Rating			Points
	POOR (0 points)	ACCEPTABLE (1 point)	EXCELLENT (2 points)	
Objectives/ Goals	The objectives are not stated or not fully aligned with the need for the project.	The objectives are not specific or not fully aligned with the need for the project.	The objectives are clearly stated and are aligned with the need for the project.	
Significance and Impact	The significance and impact of the project are minor	The significance and impact of the project might be high, but are not clearly articulated.	The significance and impact of the project are high and clearly articulated.	
Approach/ Methodology	As described, the approach is not feasible or will not accomplish the objectives as stated.	The approach might be feasible but is not clearly articulated, or the approach is overambitious for this program.	The approach describes a logical plan to achieve the objectives and is clearly written.	
Feasibility/ Timeline	The project is not feasible in the 10-month period.	The project is not entirely feasible in the 10-month period or it is unclear how feasible the project is.	The project is feasible in the 10-month period.	
Budget	The budget is not clearly justified or will not support completion of the proposed project	The budget is well detailed but may not support completion of the project	The budget is well detailed and will support completion of the project.	

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 for your work before starting your work. Start by accessing this webpage and ask

your faculty advisor for guidance. In the seed fund application, you must attach a screenshot or include an email that shows your current IRB application status.

Project Description: Ensure that your project narrative conforms to the guidelines provided in the application, using the 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 and associated justifications for your project. Expenses should be **directly related** to your project. Seed grant funds can be used for supplies and materials, travel, participant compensation, and specialized equipment or subscriptions.

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.**

I got my seed funding! Now what? Guidance on final reporting and managing your funds will be provided to the awardee after award notification.

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

## Student Application Checklist
Did you:

- Confirm your school's application deadline?
- Attach proof of your current IRB status (approval, pending, etc.) to the application?
- Follow the research proposal outline required?
- Attach your research proposal to your application?
- Double check your budget calculations?
- Ensure you are not over budget ($750 undergraduates, $1,500 graduate students)?
- Delete any extraneous information not specifically requested from your application?
- Use the evaluation rubric (above) to self-evaluate your proposal?
- Route to your faculty advisor for signature?
- CC internalgrants@gallaudet.edu?

Application Directions

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"
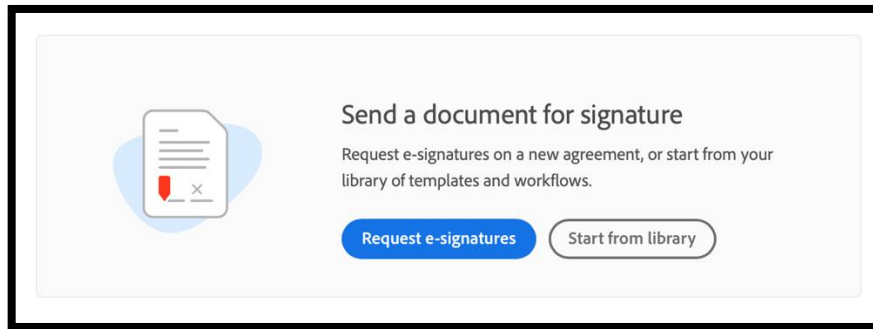
2. In the window that opens, on the navigation bar on the left, click on "Templates" and scroll down to (or search for): "Office of Research: FY24 Student Seed Fund Application."
3. When you click on it that form, the "Start" button will turn blue; click on "Start."
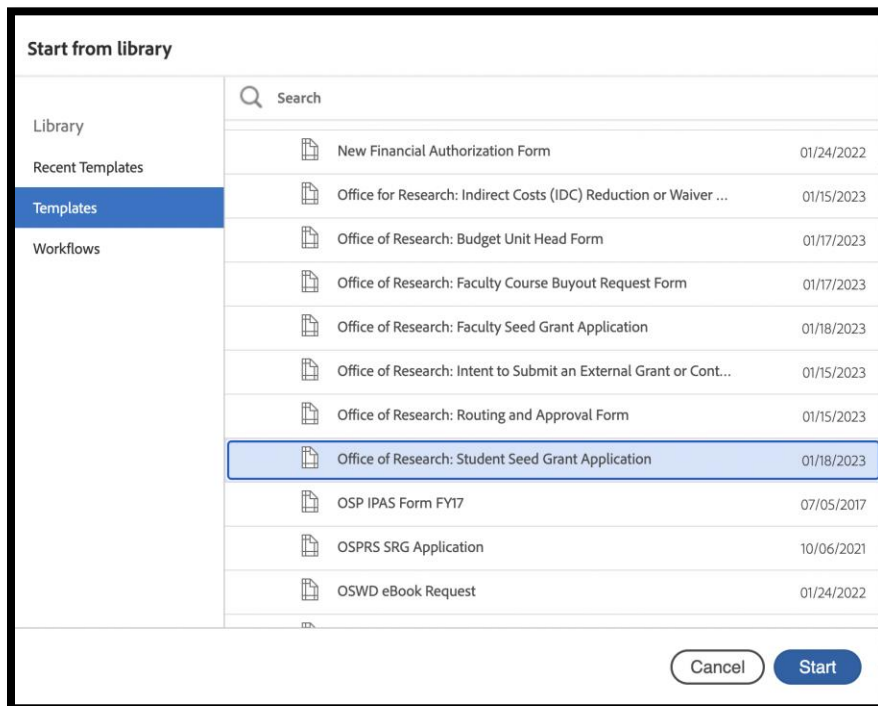
4. In the "Recipients" section:

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

   Field 2: A second field will pop up: type in your Faculty Advisor's email address

5. Click on the blue "Show CC" and type internalgrants@gallaudet.edu where it says "Enter CC's emails"

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

Some dialogue will appear ("Submitting," "Processing Document") and then your application will open.

Filling out your application

Fill in the yellow fields with your proposal information. Note: there are two places where you need to upload files:

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

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

When you are finished, click on the blue "Click to Sign" button. This button will only appear once you have completed all the required fields.

Now you should see a screen that looks like the screenshot below. Your application has automatically been routed to your Faculty Advisor for signature and to internalgrants@gallaudet.edu.

We will email you to confirm receipt and determine if your application is complete and ready for your School Director to review. Thanks for applying!