

**Faculty Research & Publication Board
Provost's Seed Grant (PSG) Application Instructions**

Notice of Intent to Apply – REQUIRED!

In order to apply for the PSG, applicants **MUST** complete and submit the Notice of Intent to Apply form, on the [PSG website](#), at least one week prior to the PSG submission deadline. On the day following the Notice of Intent due date, recipients will receive an email from Digital Measures/Faculty Success with a link to their application in Digital Measures/Faculty Success.

Application Deadlines

1. Notice of Intent to Apply deadline: September 27, 2024
2. Application Release Date: September 30, 2024
3. Application submission deadline: October 8, 2024

Submission Instructions

You must have your unit's 5-digit Banner organization code (Org) to complete the application in Digital Measures. Contact your administrative assistant or business manager if you do not know your unit's Org.

To be ready to complete the application in Digital Measures, please prepare the following information and items for upload in pdf format.

A. Identify an external funding opportunity relevant to PI's field of study

- Assistance with identifying a funding opportunity, grant development and submission provided by ORSP. Funding opportunities must be to an extramural agency and demonstrate a significant return on investment compared to requested funds.
- Can be a new submission or a resubmission. If a resubmission, then previous comments must be provided to ORSP to assist in constructing the resubmission.
- Preference given to awards with F&A (i.e, indirect costs).
- No more than one (1) award shall be given per academic year to the same person or team.
- The deadline for submission should be 6-9 months out to allow adequate time to prepare a competitive application.
- Applicants must work with OSRP Research Development and Pre-Award to develop a competitive proposal.

B. PSG Project Plan

No more than 2 pages, single-spaced, 12pt Arial or Times New Roman font with 1-inch margins outlining the research plan.

C. PSG Proposal Budget & Budget Justification

- a. The [PSG Budget form](#)

1. If funds are awarded to a team of faculty, 1 course buyout can be requested for the Principal Investigator only. Adjunct replacement costs (\$1260/credit hour) for three (3) units will be provided to the PI's home department or college.

b. Narrative Budget Justification

Prepare a narrative to justify each of the cost items included in your budget, including how you determined the amount and why it is necessary to the project. Include the role of each faculty team member. Formatting should be single-spaced, 12pt Arial or Times New Roman font, with 1-inch margins.

D. Intellectual merit & broader impacts

No more than 0.5 pages single-spaced 12pt Arial or Times New Roman font with 1-inch margins.

E. Statement of Significance of proposed studies to the funding agency and/or funding opportunity identified for submission: No more than 0.5 pages single-spaced 12pt Arial or Times New Roman font with 1-inch margins. (Highlight how your NSF proposal relates/responds to the call for the NSF proposal.)

F. Project Timeline (Work proposed in the PSG)

G. Deliverables and Deliverables Timeline (The timeline of the external submission and other outputs, if any related to the PSG)

H. Chair/Director and Dean Approval Form

This form must be signed by your Chair or Director, and your college's Dean if a course buyout or other salary support is requested.

I. Collaborator CVs

To generate the CVs, click on the "Reports" menu in Digital Measures and click on "ORSP Vita." Only the last three years will be included in the ORSP Vita, so set the dates to include only the most recent three years ending on the application due date. In section 2, click on "Change Selection." Click on "Individuals." Make sure nothing is selected. Scroll down to your collaborator's name(s) and check the box next to one. Individual SVs should be created separately. Click "Save." Then click on "Run Report" to see the ORSP Vita.

Once you have gathered the information for item A. and have items B. through H. saved as pdf files, you are ready to begin the submission process in Digital Measures. Be sure to fill in all the fields on the application. Required fields are indicated with a red asterisk (*).

ORSP Vita

Near the bottom of the application, Digital Measures will also automatically generate a curriculum vitae of the last three years of the applicant's research, scholarship, creative works, and current and pending support from items already input into Digital Measures by the applicant. To make changes to the vita, the applicant must make the necessary changes under the "Activities" menu option in Digital Measures. Once the applicant has completed the changes, the applicant must return to the PSG application and click on the "Refresh Report" button in the application.

If you would like to view your ORSP Vita before you have access to the PSG application, you can do so by clicking on the “Reports” menu in Digital Measures and clicking on “ORSP Vita.” For the applications, only the last three years will be included in the ORSP Vita, so set the dates to include only the most recent three years. In section 2., Click on “Change Selection.” Click on “Individuals.” Make sure nothing is selected. Scroll down to your name and check the box next to your name. Click “Save.” Then click on “Run Report” to see your ORSP Vita.

PSG Application Submission Deadline

Proposals must be submitted in Digital Measures not later than 5:00 p.m. on October 8, 2024. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding. See the [PSG website](#) for precise due dates.