Black Hills State University
Research, Scholarship and Creative Activity
Seed Grant Program
Request for Proposals 2022-2023

Seed Grant Program Purpose

The objectives of the BHSU Seed Grant Program are to promote research, scholarship and creative activities across all disciplines at BHSU with the intent of improving competitiveness for external funding and stimulating significant scholarly and creative works. The purpose of the program is to provide support for faculty to establish scholarly programs.

Eligibility and Priorities

- All full-time faculty and instructors are eligible to apply. Preference will be given to faculty or instructors who demonstrate that the proposal will lead to advancement of research, scholarship or creative activity. Requests may include such things as attending a grant writing workshop with the intent to apply for extramural funding, limited funding to purchase supplies to support a pilot project or finishing an existing project, or to travel <u>only</u> for research or creative activity related work. Travel to present already completed research does not fall under the purview of the Seed Grant program and support for that should be requested from the school or college of the faculty member(s). **<u>Note that request for funds should not include any food or prizes since University funds cannot be used for such activities</u>**.
- Collaborative projects are encouraged.
- Interdisciplinary projects are encouraged.
- Projects involving students are encouraged.
- Projects need to contribute to the goals of the BHSU Strategic Plan for Research, Scholarship and Creative Activity.

Proposal Guidelines

Submit proposal electronically following the guidelines below to the Chief Research Officer (Charles.Lamb@bhsu.edu) by **<u>10:00 PM on 10/16/2022</u>**. Proposals should be single spaced with one inch margins and a font size of 12 pt. Extra materials are not allowed and proposals not following the guidelines will be returned without review.

1. Coversheet (1 page): Complete the cover sheet included in this application package including signatures from PI(s), dean(s) and school chair(s).
2. Abstract (1 page): Provide a brief (maximum of 250 words) description of the project, the work to be performed and the expected outcomes.
3. Project narrative (2 pages): The narrative should include the following information:
    a. Describe the proposed activity including background, context and intellectual merit.
    b. Describe the objectives and how the objectives will be achieved during the funding period.
    c. Explain how the project will contribute to the professional development of the PI.

      d. Detail the expected deliverables from the project such as creative works, presentations, journal articles, books, grant proposals or patent applications.
4. Budget: Provide a budget that is realistic and within the scope of the project. Provide a brief explanation of the requested funds. Indicate other sources of funding for the proposed project including departmental funds, startup funds or extramural support. Allowable expenses include: expendable supplies, equipment, travel (only for research or creative activity related work), student salaries and capital outlay. It is anticipated that most awards will range from $2,000-$3,000. All approved funding must be expended and reimbursements processed **by December 31st, 2023**. Any request for extension of budget beyond the aforementioned date should be addressed to the Chief Research Officer (CRO) in the form of a written request explaining the reason for the need for such extension. Moreover, any revision of budget line items should be addressed to the CRO at least 10 working days before such changes can be implemented.
5. Other information: A brief biographic sketch (up to 3 pages)
      a. Field and date of investigator's highest degree.
      b. Date of initial appointment at BHSU.
      c. Present academic rank.
      d. Publications, exhibitions/performances, and patents during past five years.
      e. Proposals submitted and funding received during the past five years.
      f. Brief summary of any previous BHSU seed grants received including dates and the resultant external funding or publications.

Review Process

The University Research Council will review proposals. Reviewers will assign proposals a rank of Excellent, Very Good, Good, Fair or Poor. Reviewers will evaluate the proposals based on
    a. Intellectual merit of proposal
    b. Quality and clarity of proposal
    c. Degree to which the project will contribute to the career development of the applicant
    d. Degree to which the budget is reasonable and justified
    e. Deliverables that will result from the project

The University Research Council will recommend meritorious proposals for funding. Final approval will require administrative approval by the Provost and the availability of funding.

Final Report: Deliverables and Acknowledgement

For each seed grant awarded the Principal Investigator (PI) will submit a final report within one year from the termination of the award (date to be determined).

The final report will consist of the following:
    a. Cover sheet
    b. Summary of work completed (two pages)
    c. Future work expected (one page)
    d. Personnel
    e. Budget summary
    f. Grant proposals, patents, scholarly work resulting (or anticipated) from the grant support

Also, the principal investigator must present their research, scholarship, or creative activity on March 22-24th, 2023, at the Black Hills Research Symposium. The time and place will be notified to each of the PIs. For projects extending beyond the 2022 BHRS, the PI can present their results at the 2024 symposium.

Copies of publications, presentations or other scholarly works will be filed in the office of the BHSU Chief Research Officer.

Seed Grant Proposal Cover Sheet

Black Hills State University

_____

Faculty Member

_____

Chair

_____

Dean

_____

Date