



Vice President for Research & Economic Development  
4400 University Drive, MS 6D5, Fairfax, Virginia 22030  
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## INTERNAL RESEARCH FUNDING PROGRAMS SEED GRANTS AND CREATIVE AWARDS

**Purpose:** The following two internal research funding programs, the Seed Grant Program and the Creative Awards Program, are supported by the Office of the Provost and the Office of the Vice President for Research and Economic Development to provide financial support to faculty to initiate research, scholarly and creative activity in support of seeking external funding.

### 1. SEED GRANT PROGRAM

#### Program Description

This program is designed to provide seed funding for faculty who intend to seek external funding for projects of "significant magnitude" (greater than \$500,000 for senior faculty members).

A requirement of a seed grant award is that the recipient will be required to submit an application for external support and that application must be submitted within one calendar year of the award date of the seed grant. A copy of that application, along with a report of seed grant activities should be sent to the Research Funding Coordinator, Donna Sherrard, at [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu).

#### Amount of Award

A number of highly competitive awards, generally limited to up to \$5,000 (exceptions may be made), will be funded based on the probability that this funding will translate into significant funded extramural grants as described above. Awards are for costs associated with conducting preliminary research and developing data needed to apply for extramural funding. Awards may not be used for faculty stipends, summer salary or release time during the academic year. Priority will be given to projects for which the sponsor will allow for the payment of indirect costs.

#### Eligibility

- This program is intended to help tenure-track, tenured, and research faculty to develop research specifically in support of submitting a proposal for extramural research.
- The applicant's appointment must be in an academic department or its equivalent.
- Full-time administrative faculty, who otherwise meet these criteria, are eligible.
- Individuals whose rank is prefixed with Affiliate, Adjunct, or Visiting are not eligible.
- A faculty member who receives an award under this program agrees to remain a full-time employee of the University for at least one academic year after the conclusion of the award period.

#### Period of Award

Award funds may be expended at any time during the twelve month period following the award as detailed in seed grant timetable.

#### Application Timing

Faculty may apply for research funds at any time to take advantage of rapidly emerging opportunities. Potential applicants are encouraged to contact the Research Funding Coordinator, Donna Sherrard, at [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu) prior to submitting an application to determine whether funds are available. Up to four weeks will be required for review once all application materials have been received.

#### Application Process

**Applications must include the following:**

1. Research Funding cover sheet
2. Description of the project (see Application Details below)
3. Budget
4. Curriculum vitae
5. Dean/Director and Chair approval (see Application Details below)
6. Applications should be submitted via email to Donna Sherrard, [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu), Research Funding Coordinator, Office of the Vice President for Research & Economic Development.

**Application Details**

**A. Description of the Project:** Maximum of five pages, single-spaced, for non-specialist readers. The description should be brief, **non-technical** and include:

1. Statement of the central problem or question to be addressed by this research, its scholarly significance and its relevance
2. Timeliness for the funding agency you have identified.
3. Objectives of the project, the methods to be employed and (where relevant) its relation to existing literature in the field.
4. Description of how the project will assist in competition for external research support.
5. Project timetable for completion of the major elements of the project which includes:
  - a. Sponsor to which you intend to apply for extramural funds, and
  - b. proposal application deadline.

**B. Budget:** One page, itemized project costs. Please note that you must not already have other funds that could support the proposed research. Faculty stipend is not an allowable cost.

**C. Applicant's Curriculum Vitae:** Not to exceed three pages.

**D. Dean/Director/Chair Approval:** The applicant must seek approval from their dean or director and chair (if relevant) and request that approval of the proposal be expressed in a brief letter of support and submitted via email to Donna Sherrard, [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu), Research Funding Coordinator

**Selection:** The Office of the Provost and the Office of Research and Economic Development awards seed grants upon recommendation of the Vice President for Research & Economic Development, often in consultation with faculty experts and the Provost. Please note that success in receiving extramural funds under the Seed Grant Program will be considered in future applications to this program.

**Contact Information:** Contact Donna Sherrard, Research Funding Coordinator, [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu) or 703 993-2268, with any questions.

2. **CREATIVE AWARDS PROGRAM**

**Program Description** These awards are to support scholarly and creative activities for which opportunities for extramural support are limited. The primary consideration in funding the Creative Awards is that the research or scholarship is original and will make significant contributions to the field. This program is open to tenure-track and tenured faculty. Recipients are required to provide a written report about project activities upon completion of the project or at the end of the twelve month funding period following the award date.

### **Amount of Award**

A limited number of highly competitive awards will be made ranging from \$1,000-\$5,000 depending on available funding. Awards are for costs associated with conducting research, creative and scholarly activity. Awards may not be used for faculty stipends, summer salary or release time during the academic year.

### **Eligibility**

- This program is intended to help tenure-track and tenured faculty to initiate new research or creative scholarly activity.
- The applicant's appointment must be in an academic department or its equivalent.
- Full-time administrative faculty, who otherwise meet these criteria, are eligible.
- Individuals whose rank is prefixed with Affiliate, Adjunct, or Visiting are not eligible.
- A faculty member who receives an award under this program agrees to remain a full-time employee of the University for at least one academic year after the conclusion of the award period.

### **Period of Award**

Award funds may be expended at any time during the twelve month period following the award.

### **Application Timing**

Faculty may apply for research funds at any time to take advantage of rapidly emerging opportunities. Potential applicants are encouraged to contact the Research Funding Coordinator, Donna Sherrard, at [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu) prior to submitting an application to determine whether funds are available. Up to four weeks will be required for review once all application materials have been received.

### **Application Process**

#### **Applications must include the following:**

1. Research Funding cover sheet
2. Description of the project (see Application Details below)
3. Budget
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### **Application Details**

**A. Description of the Project:** Maximum of five pages, single-spaced, for nonspecialist readers. The description should be brief, non-technical and include:

1. A statement of the central problem or question to be addressed by this research and its scholarly or creative significance.
2. The objectives of the project, the methods to be employed and (where relevant) its relation to existing literature in the field.

**B. Budget:** One page, itemized project costs. Please note that you must not already have other funds that could support the proposed research. Faculty stipend is not an allowable cost.

**C. Applicant's Curriculum Vitae:** Not to exceed three pages.

**D. Dean/Director/Chair Approval:** The applicant must seek approval from their dean or director and chair (if relevant) and request that approval of the proposal be expressed in a brief letter of support and submitted via email to Donna Sherrard, [dsherrar@gmu.edu](mailto:dsherrar@gmu.edu), Research Funding Coordinator.

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