

Call for Seed Grant Proposals for Realizing the Digital Enterprise Research Impact Area
Funding period July 1, 2024 - June 30, 2025

The Realizing the Digital Enterprise Research Impact Area (RDE RIA) is soliciting seed grant proposals to develop innovative ideas and technologies that meet the mission of the RDE RIA. The funding period is from July 1, 2024, through June 30, 2025. The purpose of this seed grant funding is to provide support for up to \$8,000 for Small Projects and \$16,000 for Large Projects in supplies, equipment, and salary (i.e., faculty summer support, hourly undergraduate student, and partial/full supplementary support for graduate research assistantship). We expect this support will lead to submission of an external proposal and also support research in the RDE RIA and foster the research community in Polytechnic.

To be considered, proposals must include the following three components.

A. Cover Page (1 page)

- Proposal title
- Project class: Small or Large
- Names of the project team members, email addresses, and Departments/Colleges
- Total amount requested

B. Project Narrative (3 pages) with minimum 11pt font size, 1-inch page margin, single-line spacing

1. Problem statement and research question(s)
2. Relevance of the problem to the *Realizing the Digital Enterprise* Research Impact Area
3. Collaboration plan and articulation of how the project is interdisciplinary
4. Proposed method
5. Expected outcomes, including a brief description of at least two external funding opportunities relevant to the proposed effort for future submission of proposals.
6. Proposed project timeline with Gantt chart– funding period between July 1, 2024 and June 30, 2025.

C. Budget and Budget Justification (PIs need to work with their department's business office to develop the budget)

1. A table including project budget items for the following categories
 - a. Personnel, Fringe, Supplies, Equipment (budget line for equipment should be kept at minimum)
2. Budget justification

D. List of Current and Pending Support for the PI and each Co-PI

1. A government agency-like list of current and pending support (for example, see <https://www.nsf.gov/bfa/dias/policy/cps.jsp>).
2. Include in the list of current and pending support any external and internal funding such as seed grant from other RIAs. This list is to verify the project is not funded by another source and also to track seed grant funding from other RIAs.

Project Classes

RDE seed grants fall into one of two classes, which are defined as follows:

- *Small Projects*. These projects have a budget up to \$8,000 and are well suited to a minimum of two investigators aiming to submit a “small size” external proposal (e.g., total budgets < \$500K).
- *Large Projects*. These projects have a budget up to \$16,000 and are well suited to a minimum of three investigators aiming to submit a “large size” external proposal (e.g., total budget > \$500K).

Guidelines

- The PI of the proposal must be a current **active** member of the *Realizing the Digital Enterprise* Research Impact Area and must remain an active member during 2024-2025 academic years.
- The PI and Co-PIs must represent at least two different disciplinary perspectives within Purdue. Co-PIs may be from other Purdue colleges, but the funding can only be used for Polytechnic expenses (including support for faculty (active RIA members only) and students).
- Faculty may submit multiple proposals, but a given proposal can be submitted to only one RIA. Proposals submitted to multiple RIAs will be disqualified.
- No more than one proposal will be funded per faculty member listed as a PI and no more than one will be funded per faculty member as a co-PI for the same FY. Note that this guideline may vary in other Polytechnic Research Impact Areas (RIAs), so we encourage you to verify with the respective RIAs.
- All awarded funding must be expended by June 30, 2025.

Review Process & Criteria

Proposals will be reviewed by a committee composed of current active members of RDE RIA.

This review will be based on:

1. *Originality (30%)*. The proposal aims to grow new research ideas and collaborations. New PIs and new project teams are prioritized. Ideas that have been previously presented to any of the Polytechnic Research Impact Areas or included in previous internally or externally funded projects will not be considered.
2. *Prospects of success for external funding (30%)*. The proposal should demonstrate a clear connection to a viable external funding opportunity. Priority is given to proposals that have the potential for successful applications to external funding.
3. *Alignment with the mission of the RDE RIA (20%)*. The proposed project should demonstrate the potential to have broader impact on solving a relevant problem that is aligned with the mission of the RDE RIA.
4. *Strengthening the RDE RIA community (20%)*. The proposed approach should leverage the existing expertise, as applicable, of other RDE RIA members. The proposal will be evaluated based on the degree of collaboration needed to solve the problem. The proposal

should elaborate how the PI's and co-PI(s)'s (if members) actively contribute, participate, and support the RDE RIA community.

5. The review committee, using the above criteria, will make recommendations for funding up to 3 seed projects and will communicate their recommendations to the RDE RIA co-leads, who will submit the committee's recommendation to the Polytechnic Interim Associate Dean for Research, who will then make the final decision on the awards and the final level of funding (which may be less than the requested amount) for each award. We expect to fund two Small Projects up to \$8,000 per award and one Large Project up to \$16,000, depending on the availability of funds.
6. The review committee, RDE RIA co-leads, or Polytechnic Interim Associate Dean for Research may recommend alternative funding and ask PI's to revise their proposal to accommodate recommended funding level.

Faculty whose proposals are selected for funding will be invited to present their proposed work during the November meeting of the RDE RIA.

Timeline

- February 23rd, 2024: RFP is released.
- April 1st, 2024: Proposals must be submitted as a PDF attachment to an email with the subject line "RDE Seed Grant Proposal 2024-2025" to Felicia Anderson at fanderso@purdue.edu by 4pm ET to be considered.
- April 15th, 2024: RIAs communicate recommendations to the Office of Research
- April 22nd, 2024: Awards announced.
- September, 2024 – April, 2025: Presentations of selected proposals will occur during the RDE meeting. Proposal PIs and co-PIs need to be present during the presentation.

Terms and Conditions

- The PIs are expected to expend all project funds by June 30, 2025, submit a 2-page report (to be submitted to the Polytechnic Research Office within 90 days of the end of the project funding period) highlighting the work accomplished, scholarly outcomes, and plans for future external research funding. The PIs will also be asked to present the research findings of the project in one of the future RDE RIA meetings during the following academic year.
- It is expected that concepts previously funded by an internal or external project will have advanced to a stage at which no further internal seed grant funding is necessary for progress and preparation for external funding. These "graduated" projects will not be considered for seed grant funding and the submission of these projects is discouraged. Investigators who are unsure if their project is considered "graduated" should contact Polytechnic Associate Dean of Research to further discuss.
- Any faculty member receiving direct support (supplies, equipment, and salary) will be expected to be an active member of the RDE RIA by contributing to the success of the RIA and its members. While non-members may serve as co-PIs or faculty mentors, they cannot receive any direct funding support.

Detailed Budget*

Supplies & Equipment	\$ _____
Faculty Salaries (as applicable)	\$ _____
Undergraduate Student Salaries (as applicable)	\$ _____
Partial Graduate Student Support (as applicable)	\$ _____
Fringe (as applicable)	\$ _____
Total	\$ _____

*Notes: We expect PIs to be descriptive about how the funds will be used, including price estimation references and equipment specifications. PIs should include appropriate fringes for all salaries (work with your business office to determine the correct amounts). Funding for partial graduate support will only be allowed when PIs can supplement that student support will be matched by other funds. The budget should not include indirect costs.

Gantt chart to show tasks/milestones with time:

Project Tasks and Milestones		Month – Month			Month-Month			Month-Month	
Project Name	Task 1	Description							
	1.1	Description			1				
	1.2	Description							
	1.3	Description							
	Task 2	Description							
	2.1	Description				2			
	2.2	Description						3	
	Task 3	Description							
	3.1	Description							
	3.2	Description							4