

## Call for Seed Grant Proposals for Community and Civic Engagement

Funding period up to June 30, 2020

The *Community and Civic Engagement (CCE)* research impact area is soliciting seed grant proposals to fund *new* projects that seek to engage with local community issues and needs. The purpose of this seed grant funding opportunity is to provide support for supplies, equipment, salary (undergraduate student, partial graduate student, faculty summer) support in these collaborations. We expect this support will lead to the submission of new external proposals, while also fostering the development of this Polytechnic research community. There are two sources of funds for these seed grants: \$25k that must be spent by June 30<sup>th</sup>, 2019, and another \$25k that must be spent between July 1<sup>st</sup>, 2019 and June 30<sup>th</sup>, 2020. As a result, we have three potential funding time frames to choose from for your seed projects:

1. Projects with funds that must be spent by June 30<sup>th</sup>, 2019.
2. Projects with funds that must be spent between July 1, 2019 and June 30, 2020.
3. Projects that draw from both sources of funding, spending some between now and June 30<sup>th</sup>, 2019, and the rest between July 1, 2019 and June 30, 2020.

To be considered, proposals must include the following sections, with an overall limit of three (3) pages.

1. Research team members, with your explanation of how the project is interdisciplinary
2. Problem Statement and Research Question(s)
3. Relevance of the problem to the *CCE* impact area
4. Proposed Approach
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. Budget and timeline with Gantt chart– including an explicit statement about which of the above time frames your project will follow.

### Guidelines

- The PI for each proposal must be an active member of the *CCE* community.
- All awarded funding must be expended according to the time frames above.
- Preference will be given to projects with PI and Co-PIs from at least two different departments, representing distinct disciplines, within Purdue. Co-PIs may be from another Purdue college, but the funding can only be used for Polytechnic expenses (including support for students).
- Faculty may submit multiple proposals. 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. This guideline will span across all five Polytechnic Research Impact Areas.
- The PI of a current seed grant (awarded in most recent competition) is ineligible to serve as PI for this competition. PI eligibility will resume upon completion of the current seed grant, June 30, 2019.

### Review Process

Submitted proposals will be peer-reviewed by *CCE* members, either during a *CCE* meeting or outside of the meetings depending on timing. These reviews will be based on:

1. *Originality*. This opportunity looks to grow new research ideas and collaborations. Ideas that have been previously presented to a Research Impact Area or internally or externally funded previously will not be supported through this funding opportunity. **\*\*See Note**

2. *Relevance to the CCE impact area mission.* The proposed approach should have the potential to make a large impact on solving a relevant problem to the CCE mission; and
3. *Strengthening the CCE community.* The proposed approach should leverage the expertise of relevant faculty members. The proposal will be judged based on the degree of collaboration needed to solve the problem.

The second step will entail presentations by the PIs of selected proposals during the next CCE meeting (starting with the February 15th, 2019 meeting with rolling presentations after that, depending on submission date). Attending CCE members will discuss the presentations further, and vote on recommendations for funding. CCE leaders, Austin Toombs and Colin Gray, will submit recommendations for funding to the Polytechnic Associate Dean for Research, who will make the final decision on awards and the final level of funding (which may be less than the requested amount) for each award. We expect to fund projects up to \$10,000 per award, depending on the availability of funds.

#### **Timeline**

- February 12, 2019: RFP is Released
- As early as February 14, 2019: Proposals must be submitted through the Qualtrics survey ([https://purdue.ca1.qualtrics.com/jfe/form/SV\\_7NHDljGDoPrS8XX](https://purdue.ca1.qualtrics.com/jfe/form/SV_7NHDljGDoPrS8XX)) by 4pm ET the day before a CCE meeting to be eligible.
- March 1, 2019: First round of presentations of proposals will occur during the CCE meeting. Rolling presentations will take place after this.
- Funds will be available for use once an award has been decided.

#### **Terms and Conditions**

- PIs are expected to expend all funds according to the timelines presented above, submit a 2-page report highlighting the work accomplished, scholarly outcomes, and plans for future research, and present this to the CCE group during a meeting before 1 month after their funding period has ended.
- **\*\*Note:** We expect that concepts previously funded by an internal seed grant or an external funding agency 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 Associate Dean of Research Berger to discuss.
- Any faculty member receiving direct support (salary, travel, equipment, student support, etc.) will be expected to be an active member of the CCE impact area by contributing to the success of the group and its members. Non-members may be Co-PIs but cannot receive direct support. Extenuating circumstances that necessitate a deviation from this condition will be considered with strong justification.

**Budget**

Supplies & Equipment	\$ _____
Undergraduate Student Salaries	\$ _____
Partial graduate Student Support	\$ _____
Faculty Summer Support	\$ _____
<b>Total</b>	\$ _____

**Gantt chart to show tasks/milestones with time:**

Project Tasks and Milestones		Month – Month			Month-Month			Month-Month	
<b>Project Name</b>	<b>Task 1</b>	<b>Description</b>							
	1.1	Description			1				
	1.2	Description							
	1.3	Description							
	1.4	Description							
	<b>Task 2</b>	<b>Description</b>							
	2.1	Description				2			
	2.2	Description							
	2.3	Description						3	
	<b>Task 3</b>	<b>Description</b>							
	3.1	Description							
	3.2	Description							4

**Milestones**

1. Milestone 1 Description
2. Milestone 2 Description
3. Milestone 3 Description
4. Milestone 4 Description