

Request for applications

OSSR is pleased to announce the 2019 Seed Grant Program. Applications will contribute to the continued growth of the Social Sciences as a research community through the identification, development and submission of external funding proposals. Interdisciplinary applications for social science research will be welcomed.

Overview, Purpose and Objectives

The mission of the Office of Social Science Research is to provide grant support to the faculty of the Social Sciences and Interdisciplinary affiliated Humanities disciplines doing social science research. The office provides this support through a variety of functions, including but not limited to funding searches, pre-award proposal preparation and submission, and post award administration.

The Office of Social Science Research is now accepting applications for the 2019 Seed Grant Program. The purpose of the seed grants are to provide tenure-track and tenure faculty in the College of Liberal Arts and Sciences with awards up to \$2500 **in support of producing external grant proposals**. The seed grant program can support pilot and feasibility studies to improve potential for attracting external research support; secondary analysis of existing data; short term funds to revise grant applications; or other small, self-contained research projects.

Proposal Process

- a. All proposals should be emailed to the Director at sikorski@uic.edu no later than Monday, January 14, 2019 at 5:00 pm.
- b. Proposals will be evaluated by the OSSR Advisory Committee, made up of faculty from a variety of Social Science disciplines. Therefore, your proposal should be addressed to academic readers who may not be specialists in your field.
- c. Award announcements are expected to be made no later than February 15, 2019. Funds will be made available immediately for use pending documentation of compliance with all IRB regulations to the Office of Social Science Research, if applicable.
- d. Projects should be completed no later than December 31, 2019 unless prior approval is obtained from the OSSR for an extension.
- e. Progress reports are due to OSSR no later than August 15, 2019. The report format will be made available to awardees at a later date.

Proposal Guidelines and Requirements

The following items should be included in the proposal:

- a. COVER PAGE signed with an original signature by the department head and faculty member.
- b. PROJECT SUMMARY, not to exceed one page, should include a lay summary of the project, its significance, and expected sources of external funding.
- c. PROJECT NARRATIVE, not to exceed three single-spaced pages in length, 12 point font, describing the specific questions or problems to be addressed, the major goals and objectives, methodology to include the specific strategies proposed to accomplish the aims of the project, anticipated results of this research project, and **how this study will contribute to an external application for funding**).
- d. REFERENCES CITED
- e. BUDGET (form provided) detailing the expenses to be incurred in executing the research project. A total of \$14,000 is available for this initiative. Most awards are expected to be around \$2500. Proposals demonstrating significant potential for external funding may be awarded more.
- f. BUDGET JUSTIFICATION
- g. Curriculum Vita, (limited to two pages) is required and should include the following information: professional preparation; academic appointments; publications, and a record of internal and external research funding proposals should be well documented.
- h. Current and Pending Internal and External Support, include title of project, funding agency, amount of request, dates of project (if applicable)
- i. Proposed external grant funding support for the research project. This should include the funding agency, program within the agency (PA, RFA, etc) and projected dates of application to the funding agency.
- j. IRB Letter of Approval: All research projects must be in compliance with the Office for the Protection of Research Subjects (OPRS) guidelines (if applicable to your research) in order to receive funding. This includes completion of required training. Please visit their website at <http://www.uic.edu/depts/ovcr/oprs> if you have questions.
Note: If you are using an existing protocol, it must be updated to include this specific funding source in order to be considered valid. Project delays resulting from untimely requests for relevant approvals are not grounds for requesting a project extension and may result in the termination of funding.

Evaluation and Selection

I. Review Criteria

a. Intellectual merit

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer to conduct the project?
- How well conceived and organized is the proposed activity?

b. Approach

- Are the conceptual frameworks and research design adequately developed, well integrated, well reasoned, and appropriate to the aims of the project and to existing scholarship in the field?
- Has the researcher provided detailed description of methods to be used?
- Does the applicant acknowledge potential problem areas and consider alternative tactics (i.e. Why is this the best approach)?

c. Feasibility

- Will the project be able to be completed in the amount of time that has been allocated? Has IRB approval been obtained? Will researcher be able to begin project immediately following the awarding of funds? Is there sufficient access to resources?
- To what extent will the project lead to external funding sources? Have agencies and specific funding announcements been identified? Does the researcher have a practical timeline for completing a grant proposal?

Cover Page

 Name Title/Rank

 Department E-mail

 Campus Phone Office number and MC

Title of Research Proposal

Signature of Faculty Member **Date**
 Date

Signature of Department Head **Date**

*Submission:
 One completed, electronic application must be emailed to Tracy Sikorski, sikorski@uic.edu no later than
 January 14, 2019 at 5:00 pm. This should be a single consolidated file (PDF format), not a series of
 attachments, in the above stated order. Each item should be clearly labeled. This is an internal
 competition so do not attach a PAF and do not deliver to the Office of Social Science Research.*

Budget

Name of the PI

Department

Phone #

Office location

Mail Code

A. Students – specify graduate or undergraduate

Funding
Request

\$ _____

Subtotal \$ _____

B. Itemized materials and supplies

\$ _____

Subtotal \$ _____

C. Itemized services

\$ _____

Subtotal \$ _____

D. Equipment – (equipment greater than \$500 must be specifically related to the project)

\$ _____

Subtotal \$ _____

E. Travel – (conference travel is not supported)

\$ _____

Subtotal \$ _____

Total Project Cost \$ _____

Total Requested from OSSR \$ _____