

Faculty SEED Grant Program

Policies and Procedures

POLICIES

- A. **Objective:** The objective of the *Faculty SEED Grant Program* is to provide CSU-Pueblo faculty fundamental support to conduct well-defined and purposeful research, scholarly and creative activities that will lead directly to substantive dissemination in the form of peer reviewed publication, application for external grant funding or other peer reviewed scholarly or creative work. Faculty should consult with the Office of Research and Sponsored Programs for information on potential external funding sources.

- B. **Eligibility and Restrictions:** All tenure-track probationary and tenured academic and administrative faculty members of CSU-Pueblo are eligible to apply for funding.

Faculty members are eligible to receive a maximum of two consecutive awards. Consecutive awards are those that are received within one year of the original award start date. Consideration of funding for a consecutive award requires evidence that accomplishments for the original award resulted in scholarly or creative dissemination.

- C. **Budget:** The maximum award for a SEED award will not exceed \$8,000 and the funding requested should be consistent with academic disciplines and related costs of carrying out scholarly work. The budget justification must include a narrative section that clearly accounts for costs associated with the specific research-related activities proposed in each of the budget categories (personnel, equipment/supplies, travel, other).

Allowed expenses include faculty academic semester reassigned time, stipend/summer salary, student support (undergraduate or graduate), appropriate supplies, equipment, library resources, publication charges, submission fees and other related expenses for professional dissemination. **Please note that students cannot be simultaneous recipients of both SEED and SURP grant funding.** Personnel costs can include faculty and/or student support, and/or professional services. Travel can be requested if needed to access information necessary to perform the research. (NOTE: general conference related travel is NOT an allowable expense nor is travel for presentations).

Eligibility for reassigned time for research (scholarly and creative activity) is based upon the criteria established by the Office of the Provost (*see criteria at the end of this document*). Reassigned time for academic semesters is limited to a maximum of 6 credit hours for two semesters, or 3 credit hours for a single semester. The replacement costs must be included using a credit hour basis within the budget, and the proposal must be approved by the Department Chair, the Dean and the Provost. If the replacement personnel

is/are full-time instructional employee(s), appropriate fringe benefits must be budgeted in the proposal.

The total amount of a SEED award cannot exceed \$8000. Faculty stipend/summer salaries are limited to a total of \$8000 (including fringe benefits) for all personnel on the grant application. Only full-time, tenure-track probationary or tenured faculty who are on 9 month contracts are eligible for stipend/summer salary requests. Students (undergraduate and/or graduate) may be included under “other expenses” (include fringe benefits as appropriate). Faculty on 11 or 12 month contracts are not eligible to apply for summer stipends. The stipend/summer salary will provide for time and effort outside of the normal 9 month contract, and thus will be payable over the summer months.

- D. Project Restrictions:** Grant funds cannot be used by faculty to assist in their course work toward obtaining an advanced degree (including thesis and dissertation), for taking refresher courses, for general travel experience or travel for presentations, or for travel when correspondence, telephone communication, fax, or e-mail would suffice. *SEED Grants* may not be used to support course development.
- E. Award Period:** *SEED Grants* are awarded for a maximum period of one year. The dissemination product must be submitted to the Provost through the Office of Research and Sponsored Programs (e.g. external grant application, final manuscript for publication, etc.). The final dissemination product must be completed prior to the deadline (end) of the *SEED Grant* award.
- F. Extensions:** Project extensions will only be considered in *exceptional circumstances* and requests must be accompanied by an appropriate justification along with a substantive Progress Report that clearly demonstrates appropriate time and effort for the award period. Reports should be submitted to the Provost via the Office of Research & Sponsored Programs.
- G. Final Dissemination Product:** All funded projects are expected to culminate in a deliverable product, such as a completed and submitted manuscript for peer-reviewed publication, a competitive major external grant proposal or other appropriate measures of accomplishment relative to the discipline.

Submissions of final products are due no later than one year from the expiration date of the grant period. Dissemination products must be submitted to the Provost through the Office of Research & Sponsored Programs which will provide a summary report to the faculty member's chair and dean regarding the fulfillment of program requirements and outcome of the project, per program objectives. Any faculty member applying for an award in consecutive years must submit a progress report of the first award project with the proposal application for the second award. The report should include the title, the budget allotted and expended, any reassigned time awarded, and a description and documentation of efforts, accomplishments, problems, etc. Particular note should be made of any external funding sought, along with a copy of any proposals submitted.

Please consider, as appropriate, submitting your final product for inclusion in the [Colorado State University-Pueblo Digital Repository](#). The repository provides an open access showcase of research, scholarship, and creative works of Colorado State University-Pueblo faculty, staff, and students. The purpose of the Repository is to promote and make accessible the intellectual output of the University to local, national, and international communities. For more information, contact the Scholarly Communications Librarian at 549-2331.

- H. Equipment/Materials, Intellectual Property, and Related Rights and Restrictions:** Title to all permanent materials and equipment purchased with *SEED Grant* funds rests with the University per CSU-System policy. Policies related to intellectual property, payments, royalties, or other fees resulting from research or other scholarly or creative activities supported totally or in part with funds obtained from a *SEED Grant* can be found in the CSU-Pueblo Faculty Handbook. Sharing arrangements must be negotiated with the Provost.
- I. Employment Termination:** If employment of a faculty member who is awarded a *SEED Grant* is terminated with the University within the award period, the *SEED Grant* will end on the date of employment termination.
- J. Disclaimer Regarding Program Funding:** Due to the volatile budget environment of Colorado public higher education and variable F&A acquired via externally sponsored projects, the funds available for the CSU-Pueblo *SEED Grant* Program may be variable. *Funding of CSU-Pueblo Faculty SEED Grants will be contingent upon available resources.*

PROCEDURES

- A. Deadline and Submission:** An electronic copy of each *SEED Grant* proposal must be submitted to the Office of Research and Sponsored Programs by the announced due date.
- B. Application Forms:** Forms may be obtained from the Office of the Research and Sponsored Programs.
- C. Institutional Review Boards:** The applicant is responsible for submitting a copy of the proposal to the appropriate Board when applicable. Refer to the website for contacts and inquiries [Colorado State University-Pueblo Compliance and Review Boards](#).
 - (1) Research involving human subjects must be reviewed and approved by the Institutional Review Board (IRB, Human Subjects Committee);
 - (2) Research involving animal subjects must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC);

- (3) Research involving recombinant DNA, infectious, or hazardous materials must be reviewed and approved by the Institutional Biosafety Committee.

D. *SEED Grant* Review and Selection Committee – *SEED Grant* proposals will be reviewed and evaluated by a Review and Selection Committee appointed by the Provost. The Review and Selection Committee will be comprised of the members of the SAB unless otherwise directed by the Provost. The Review and Selection Committee will make recommendations for funding of the eligible grant proposals to the Provost. The Provost will make final decisions on awards. In the event that an SAB member applies for a *SEED Grant*, a suitable replacement will be appointed by the Dean, Provost or Faculty Senate, as appropriate, for the representative unit to serve on the Review and Selection Committee for that proposal.

E. Award Inquiries: Faculty members can address inquiries regarding funding decisions to the Director of the Office of Research and Sponsored Programs.

F. Post Award Responsibilities: Faculty members who are awarded *SEED Grant* funding will be provided funds in an individual cost center (account) for which they will have cost center responsibility for all purchases and expenditures. Faculty are responsible to seek and obtain training from the grants accountant, purchasing director, and/or HR director if they are unaware of institutional policies and procedures for the use of University resources to purchase supplies/equipment, travel, and the hiring of students and professionals, etc.

If there is a positive balance of funds in the cost center upon completion of a *SEED Grant* project, those funds will revert to the Provost *via* the Office of Research & Sponsored Programs. If there is a negative balance of funds in the *SEED Grant* cost center upon completion of the project, the faculty member's department will be responsible to cover any over expenditures.