GRAND VALLEY STATE UNIVERSITY
FACULTY RESEARCH AND INNOVATION CENTER

PROPOSAL GUIDELINES FOR THE SEED FUND GRANT

General Proposal Guidelines

The format below is required for the preparation of proposals.

Proposal Sections IV-VI should be created using a word processing program and uploaded in its PDF form to the MyApps site for review.

All pages of the application must be consecutively numbered, beginning with the cover sheet. Each major section of the proposal, identified by roman numerals, should begin on a new page but continue the page numbering from before. It is the responsibility of the Principal Investigator/Project Director (PI/PD) to make sure that there are no missing pages in the original document.

The type must be clear, readily legible, and of standard size (12 or larger) and font (e.g., Times Roman, Aptos, etc.). Margins must be one inch on all sides. The proposal must be double-spaced.

If the proposal discloses information that may be subject to a University Invention Disclosure or includes proprietary or confidential information, this must be clearly indicated on the cover page. it should be so noted on the cover page of the proposal. Any subsequent pages containing such information should be marked "Confidential".

Proposal Format

Section I - Introductory Information: Log into MyApps (www.gvsu.edu/research/grants), select the desired grant application, and answer all questions pertaining to your project. All research must be conducted in compliance with all applicable federal and University policies and regulations. If the proposed project will involve human subjects, vertebrate animals, or hazardous materials, approval must be obtained by the appropriate University committee. Funds will not be released until notice of such approval is received by the Office of Research Compliance and Integrity (ORCI).

Section II – Project Summary: Provide a brief summary of the project, including its significance and impact. This summary should be suitable for publication, if grant is funded. Limit 250 words. This section is part of the on-line section of the application. The system allows you to cut and paste from a word processing document.

Section III - Itemized Budget and Budget Justification:

Provide a realistic and clearly justified budget reflecting the actual cost of the proposed project.
The budget justification should explain:

- Requested expenses: What resources or services are needed and why
- Personnel: The roles, responsibilities, and relevant expertise of student assistants or other personnel
- Equipment and materials: Why any purchases are necessary to accomplish the project objectives
- Other funding: Any financial or material support available from other sources

Every requested expenditure should be directly related to the proposed work.

Section IV - Project Description: The main body of the proposal should be a clear statement of the work to be undertaken. Please limit your project description to six (6) double-spaced pages. It should be organized and labeled into the following sections:

- **Objective(s)** - state clearly the research problem/question/concept that will be addressed during the period of the proposed project.
- **Background and context** – describe the relation of the proposed project to the present state of knowledge in the field. Include, as appropriate, a review of pertinent literature or ideas on the subject. This section should make it clear why the proposed project needs to be undertaken to fill a gap in knowledge.
- **Methods/procedures/materials** – Describe in clear and understandable terms the plan of work, as it will be undertaken to achieve the stated objectives. This statement should include (as appropriate):
    - concepts to be explored or hypotheses to be tested;
    - project development or procedures for data-gathering, including sample design and size; descriptions of the type and suitability of statistical analyses;
    - clear statements of the activities of all personnel (PI and students, if funding is requested for student support);
    - descriptions/identifications of essential equipment, commodities, software, etc., and its availability; if such items need to be purchased, provide pertinent data in the budget justification;
    - necessary visual materials, such as figures, maps, photographs, slides.

    [NOTE Important Reviewer Consideration: Proposals should be written clearly and be accessible to a broad academic audience, including reviewers who may not be familiar with the applicant's discipline. Applicants should avoid excessive technical jargon, explain specialized concepts, and not assume that reviewers are familiar with discipline-specific terminology or conventions. The proposal should be written for an interdisciplinary review committee rather than following exclusively the writing style or format typically used within the applicant's field. In particular, the methods should be described in sufficient detail and in understandable language so that reviewers can clearly evaluate what will be done, how the project will be carried out, and whether the objectives are achievable.]

- **Timeline** – an outline, month by month, of the activities to be carried out during the months of funding for the proposed project.
- **Outcome** – What is the anticipated "final product" of the proposed project?
- **Collaborations** – If this project is being carried out in cooperation with agencies or educational institutions outside GVSU, please state the nature and extent of the cooperation. You may include a letter of commitment from your collaborator as supplemental information.

Section V- Future Plans: The purpose of the Seed funding is to assist the investigators in establishing a long-term scholarly agenda at Grand Valley State University. Please describe how this project fits into your long term (3 year) goals in scholarship or creative activity. (2 page limit – double spaced).

Explain how the proposed project fits into your scholarly agenda over the next three years.

Address both areas below:

a. Relationship to previous and future scholarship
    - Briefly summarize relevant previous scholarly or creative accomplishments.

- Explain whether the project establishes a new research direction or advances existing work.
- Describe how the Seed Grant will contribute to your longer-term scholarly goals.

b. Future Development and Funding

- Explain how the results of the project will support subsequent scholarly or creative activities.
- Identify potential future projects building on this work.
- Describe how project outcomes could support applications for external funding, including grants or fellowships, where applicable.

Section VI - References Cited: Beginning on a separate page, list all sources of information, published or unpublished (e.g., manuscripts, websites, and personal communications), cited in the text.

Support Letter(s)

Letters of support should be written by all relevant department chairs. It is the responsibility of the PI that all letters be uploaded in the supporting document section of your application. A "Letter of Support Template" is available on our website.

Before submitting your Seed Grant proposal, confirm that:

- ☐ Sections I–III have been completed in MyApps.
- ☐ The Project Summary is no longer than 250 words.
- ☐ The budget is complete and all expenses are justified.
- ☐ Section IV contains all six required components and does not exceed six double-spaced pages.
- ☐ Section V addresses the three-year scholarly plan and does not exceed two double-spaced pages.
- ☐ Section VI contains all cited references.
- ☐ Sections IV–VI have been prepared and uploaded in PDF format.
- ☐ Each major section begins on a new page, with consecutive page numbering.
- ☐ Font, margins, and line spacing meet the formatting requirements.
- ☐ Required Department Chair Letter(s) of Support have been uploaded.
- ☐ Any required research compliance approvals have been addressed.
- ☐ Confidential or proprietary material has been identified and marked appropriately.
- ☐ All submitted files are complete, readable, and contain no missing pages.

Final reminder: A strong proposal should enable reviewers to understand the project's objectives, significance, methods, feasibility, expected outcomes, and contribution to a sustained program of scholarship.