University of Memphis  
College of Communication & Fine Arts  
Guidelines for CCFA Faculty Seed Grants

Submission Deadline: October 1, 2018

If you have questions please contact the CCFA Dean’s Fellow for Research Development, Dr. Kevin Sanders at Kevin.Sanders@memphis.edu (MU rm. 283, ext. 3742).

1. PURPOSE
The College of Communication and Fine Arts (CCFA) Faculty Seed Grants (FSG) program is an internal effort by the CCFA intended to support research and creative activity of CCFA faculty and to enhance competitiveness for external funding. It is expected that recipients of these grants will seek external funding to continue their projects. Continued and expanded grant activity will ensure the future availability of these grants. These are competitive awards and more applications are received than can be funded. The goals of the CCFA FSG program are to provide seed funds for: (1) Faculty that are completing research projects or embarking on new research areas that are likely to lead to outside funding and recognition of the faculty member, their department, and the University, and (2) Larger research projects that have long-term research potential for outside funding opportunities.

2. ELIGIBILITY
Individuals eligible for an award must be either full-time tenured faculty or tenure-track faculty at the time of proposal review. Applications from faculty who have not submitted a final report on a previous Faculty Seed Grant will not be considered. It is expected that the grant recipient will remain at the University of Memphis for at least one year following the conclusion of the grant period. A faculty member will not be eligible for more than one seed grant within five years.

3. SELECTION PROCESS AND CRITERIA
The Dean will award CCFA Seed Grants upon recommendation by the CCFA Research Working Group. Criteria used in evaluating proposals include:

- Clarity of the proposal – must be intelligible to non-specialists
- Significance of project
  - The impact of the project on the field and the impact on the applicant’s own research or creative work
  - The likelihood for the project to exert a sustained influence in the field
  - Ways in which the work will reach and affect audience, community, and/or field
- Approach and feasibility
  - Feasibility of timeline and budget
  - Overall strategy, methodology, and/or analyses are well-reasoned and appropriate to accomplish the specific aims of the project
  - Potential problems, alternative strategies, and benchmarks for success are presented
  - Applicant is capable of completing the proposed work given their level of training
- Innovation of the project
  - How the project challenges and seeks to shift current research by utilizing novel theoretical concepts, approaches/methodologies, instrumentation, or interventions
  - Refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions
  - Originality of the project
• Plans for dissemination of research results (e.g. conferences, journal publications, exhibitions, performances, etc.)
• Plans for development of proposals for external funding.

4. APPLICATION PROCESS AND SUBMISSION DEADLINE
Final proposals must be submitted electronically to the Dean's Fellow for Research by Monday, October 1, 2018. Each proposal must be accompanied with the signature from the faculty member's Department Chair or Director. The CCFA Dean's Office is not responsible for late or misdirected applications. If either human or animal subjects will be used in the research, preference will be given to applications that have received prior UoM Institutional Review Board (IRB) approval. The appropriate box on the Cover Page must be checked.

The application should consist of one PDF file that includes the following required components:
1. Cover Page
2. Proposal
3. Budget
4. Summary C.V.
5. Appendices

The complete PDF file should be labeled “FSG_last name.pdf.” Applications should be emailed to Dr. Kevin Sanders at Kevin.Sanders@memphis.edu with the email subject “FSG__your last name.” Applicants will receive a confirmation of receipt.

5. DURATION OF GRANT
For this funding cycle, projects may begin November 1, 2018. Funding will be available through the remainder of this fiscal year (ending June 28, 2019). Expenditures must be consistent with the financial policies of the University of Memphis and in keeping with the University's fiscal year-end closing schedule. In the case of default situations, such as the applicant's inability to complete the project, unexpended funds will revert to the CCFA.

6. PROPOSAL FORMAT
Care should be taken to adhere to these proposal guidelines and to edit the proposal before submission. The cover page and budget template are provided by the CCFA Dean's Office. Proposals that do not follow these guidelines or incomplete applications will not be reviewed. Applications must follow the submission guidelines explained in “4. Application Process and Submission Deadline.”

6.1 Cover Page
Provide the requested information, complete the checklist of assurances, and include the signature from the faculty member's Department Chair. Please note that any research involving human or animal subjects is strongly encouraged to have prior IRB approval. The summary is limited to 350 words.

6.2 Proposal
The project proposal should be as complete as possible but limited to necessary and relevant material and written in a clear and straightforward style. The proposals will be evaluated by the Research Working Group composed of faculty who may lack technical expertise in the specific project area. Consequently, it is very important that the text and materials be understandable to an audience of colleagues with varied backgrounds. Use one-inch margins on all sides with 12-point type, double-spaced, and left justified (do not full justify).

The project description should be a concise description (not to exceed 5 pages) and present the project title, requested funding amount, conception, definition and organization of the timeline, and plan of study. Materials to consider including are a statement of purpose, intended outcomes, sources used, or the thesis. The applicant should include a statement that articulates the anticipated
impact of the work (on the field, community, and/or audience). The outcome of the project must be specified, and the significance of the proposed research clearly explained. Make sure to clearly distinguish outcomes and metrics that are achievable within the one-year timeframe of this grant from the longer-term objectives and outcomes that the award is expected to lead toward. The statement should also include the applicant’s qualifications to complete the project and the potential impact of the project on the applicant’s career and future funding.

The proposal must contain a timeline detailing start and end dates and expected dates of all major milestones. The evaluation of the proposal will take these factors into consideration. If the proposed work is in a research area with potential for external funding, the narrative must also identify specific grant programs and timelines for development of external funding proposals. The role of the proposed project in enhancing competitiveness for those programs should be defined. The narrative must include a clearly described methodology appropriate to the project. Where necessary, the analytic strategy should also be described. Descriptions of materials, equipment, staff, participants, and facilities required for the project should be included.

6.3 Budget
Questions about the budget form can be directed to the CCFA Business Officer, Mary Mansour at memansor@memphis.edu (CFA rm. 232, ext. 2872). The FSG guidelines only require applicants to fill out the budget sections that directly pertain to the funding request. Sections that are not related can be disregarded (e.g. Principal Investigator salary and wages, modified direct costs, etc.). Additionally, please disregard the sections shaded dark gray in the budget template; they do not apply to the FSG.

All cost categories requested should be clearly identified and justified and cost calculations shown. Seed Grant Awards will not exceed $5,000 and are subject to the following category limitations:

- Student stipends: Tuition and fees for undergraduate and graduate research assistants cannot be covered by FSG funds (Sources of tuition and fees should be documented when academic year graduate stipends are part of the budget).
- Travel: Domestic or foreign travel necessary for the collection of data or access to specialized instrumentation not available on campus is allowed, however, faculty travel in the pursuit of scholarly and research activities should be thoroughly explained, including its relationship to the project. The necessity for execution of the work at a location other than at this university should be clearly documented and justified. If travel funds are requested for collaboration, be specific about why it must be done in person and not electronically. The location, anticipated dates, itinerary, and projected costs of the travel should be clearly stated.
- Specialized equipment: Equipment must be justified in terms of amount of usage on the proposed project. Equipment purchased with FSG funds remains the property of the University at the conclusion of the grant period.
- Requests for funds to support the following will not be approved: academic year faculty salaries; taking or developing courses; domestic or foreign travel to conferences; writing grant proposals; general purpose equipment.

6.4 Summary Curriculum Vitae
Include educational background and a list of recent publications, presentations, and/or other scholarly products as appropriate for your discipline. Note those activities that resulted from a previous FSG and include a copy of the report(s) with this application. List all current funding, including start-up funds, and summarize efforts to obtain external funding for your work. Do not include your full Curriculum Vitae. The summary vitae should not exceed 3 pages plus reports of any previous FSGs.
6.5 Appendices
All questionnaires, instructions to participants, scoring forms, etc., must be available in an appendix. Technical explanations, bibliographies, and letters of support, if collaborating with an outside organization, should be included in the appendix. Use one-inch margins on all sides with 12-point type, double-spaced, and left justified (do not full justify).

7. FOLLOW-UP REQUIREMENTS
The applicant's submission indicates his/her agreement with the following requirements:

7.1 Report: The project director will provide a short report within sixty days of the conclusion of the grant period. Applications from faculty who have not submitted a report on previous FSG awards will not be considered. This report should explain briefly and in layman's terms what work was done, whether milestones were met, what outcomes were obtained, list further grant application plans, what publications and/or presentations of the work are planned and what benefit the faculty member and the University obtained. This information will be incorporated into an annual report by the Dean's Fellow for Research Development showing the uses made of the Faculty Seed Grants budgeted by CCFA. Such information is essential to the continuing availability and possible augmentation of such funds.

7.2 Presentation: Recipients of a FSG will give a short presentation based on the report in 7.1 at an annual workshop to display the research CCFA has helped fund.

7.3 Acknowledgements: Any publication resulting from the research supported by a grant from the CCFA shall include the following statement: “This work was supported in full or in part by a research grant from The University of Memphis College of Communication and Fine Arts. This support does not necessarily imply endorsement by the University of research conclusions.”

7.4 Proprietary Information: The applicant agrees to allow his/her funded proposal, unless it contains proprietary information, to be reviewed as an aid to new applicants.

8. RESOURCES
• Honors College Research Opportunities - [http://www.memphis.edu/honors/opportunities/research.php](http://www.memphis.edu/honors/opportunities/research.php)
  Faculty research projects can be posted online and matched with students receiving federal work-study funds. Email honors@memphis.edu for more information.
• Educational Resources - [http://www.memphis.edu/rsp/sponsored_programs/education.php](http://www.memphis.edu/rsp/sponsored_programs/education.php)
  Previous forums for Proposal Planning, Allowable Cost, Personnel
• Research Resources - [http://www.memphis.edu/rsp/research_resources.php](http://www.memphis.edu/rsp/research_resources.php)
  University resources and institutional information required for most grant requests.
• Institutional Information - [http://www.memphis.edu/rsp/sponsored_programs/standard_information.php](http://www.memphis.edu/rsp/sponsored_programs/standard_information.php)
• Grant Services - [http://www.memphis.edu/rsp/sponsored_programs/find_funding.php](http://www.memphis.edu/rsp/sponsored_programs/find_funding.php)
  The menu on the left includes links for identifying funding sources, budget preparation, proposal preparation, etc.
• IRB Guidelines & Templates - [http://www.memphis.edu/rsp/compliance/irb_forms.php](http://www.memphis.edu/rsp/compliance/irb_forms.php)