

## MEMORANDUM

TO: SCT Tenured and Tenure Track Faculty Members

FROM: Tom Jacobson, Associate Dean for Research and Graduate Studies

DATE: February 6, 2009

RE: SCT Seed Grant Program

I am pleased to announce a seed grant program for School of Communications and Theater tenured and tenure-track faculty members to support scholarship, research, and creative activity. The program will make a number of seed grants in the \$2,000-\$8,000 dollar range to support work leading to the development of proposals for external support.

### Appropriate for Funding

Activities and items considered appropriate for funding will include travel to gather information or for planning purposes, graduate or undergraduate assistants, project supplies and materials, project equipment, and other reasonable expenses. Items not appropriate for funding include the time of the primary investigator. (The SCT Seed Grant Program is designed to complement, University Sponsored Programs For Research Scholarly Activities, some of which offer summer salary. See [http://www.research.temple.edu/ovpr/research\\_guidelines/spaguide5.html](http://www.research.temple.edu/ovpr/research_guidelines/spaguide5.html)). Other items not considered appropriate include computers, peripherals and associated software that are not an integral part of the research project.

### Proposal Review Criteria

Proposals will be reviewed on the following criteria: 1) quality of the proposal itself and extent to which Seed Grant supported work will strengthen an external proposal, 2) thoroughness of research into prospects for funding, 3) stature of the donor(s) to be approached, 4) size of the Seed Grant Request, and 5) size of planned external proposal request.

Thoroughness of research into prospects for funding is key. A simple list of possible donor agencies and foundations does not provide enough information to judge whether a planned request is suitable for funding. Prospects for external support are always improved by a detailed understanding of donor funding priorities for the coming year(s), analysis of the "fit" between these funding priorities and the proposed work, knowledge of recent awards from target donors for projects similar to yours, etc. Most of this information is readily available on donor websites. Initial email queries or phone calls with funding program directors to explore ideas are usually well received and helpful in planning. Funding requests are seldom a "sure thing," but it is hoped that this Seed Grant support can help strengthen proposals and therefore improve odds of success.

### Proposal Review Process

Proposals will be reviewed by a committee of five SCT faculty members including one social scientist, one humanities scholar, one theater professional, one filmmaker/new media maker, and the Associate Dean for Research and Graduate Studies. Awards will be made based on likelihood of acquiring external support, the availability of funds elsewhere on campus for the proposed activity, the number of proposals submitted in relation to available funds, and other reasonable considerations.

A *notice of intent* to submit is required by *March 10th<sup>h</sup>*. Send it to: [tlj@temple.edu](mailto:tlj@temple.edu). Based on these notices, which may be tentative, we might be able to adjust the maximum size of the proposals upwards somewhat. A one paragraph indication of the project topic, approximate budget size, and funders to be targeted will be sufficient for a notice of intent. The deadline for seed grant proposal submissions is *April 1, 2009*, using the SCT Seed Grant Application Form available on the SCT Policies and Procedures website page (and attached). Decisions will be made by May 1, 2009 in order to facilitate summertime project work.

Interested faculty members are encouraged to inquire with any questions related to the Seed Grant Program and possible applications.

School of Communications and Theater Seed Grant

Application Form

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Project Title: \_\_\_\_\_

Seed Grant Request Amount (\$2,000 - \$8,000): \_\_\_\_\_

Targeted External Funder(s): \_\_\_\_\_

Approximate External Funding Request: \_\_\_\_\_

Brief Description of the work to be undertaken with the Seed Grant support and the larger project to which it will contribute by strengthening a funding proposal (in the remaining space below).

Attach the three following items:

1) A five page maximum description of the project. This should explain the larger eventual project including methods, etc., the work to be undertaken with the seed grant in preparation for a larger proposal, and what the seed grant work will add to the eventual proposal. (Note: this need not be a research project in itself, but only work necessary to prepare a strong external proposal.)

2) A one page budget, including a budget in table form and justification for any non-self-evident items.

3) One-page maximum on the funding source(s) to be approached including the funding program for submission, their funding priorities, any history you have with the source whether recent or not, your estimation of prospects and on what basis, your planned submission deadline, etc.