SUMMARY

The Clemson University Support for Early Exploration and Development (CU SEED) Grant Program provides two tiers of funding support to eligible Clemson faculty in either the initiation of research activities or the completion of a scholarly project or product. Priority consideration is given to faculty who may not have large start-up packages and/or significant financial research support and resources. Activities can include:

**Tier 1: Project Completion**
- Finalizing peer-reviewed publications.
- Scholarly books or book chapters.
- Showing as in the case of the visual and performing arts.

**Tier 2: Project Initiation**
- Establishing baseline data.
- Completing a phase of a research project that will lead to greater funding opportunities.
- Developing research partnerships.

ELIGIBILITY

Tenured or tenure-track faculty are eligible to submit proposals. An individual can apply as PI or Co-PI on only one proposal each year.

Emeritus, adjunct, and visiting faculty, as well as postdocs, are not eligible to lead projects but may be included in research teams.

Past recipients of CU SEED and University Research Grant Committee (URGC) funding who did not comply with the terms of funding and/or who failed to file required reports are not eligible to apply.

FUNDING AND REQUIREMENTS

Funding is available in two tiers:

**Tier 1 – Completion:** This category will fund projects up to $5,000 with a one-year period of performance. The primary focus is on funding the completion of research and/or scholarly activities with a targeted product. A final deliverable can include a manuscript, book, piece of art, or other product that is appropriate to the faculty member’s field of scholarship or a proposal to an external funding agency (federal, state, or foundation).

**Tier 2 – Initiation:** This category will fund project initiation awards up to $10,000 with a one-year period of performance. A final deliverable must include a successfully submitted proposal to an external funding agency (federal, state, or foundation).

The following policies are applicable to both tiers:
- Funds may not be used to provide or supplement faculty salary. The requested total budget should be appropriate for the proposed project. Inflation of requested budget may negatively impact the review.
- A Co-PI can be a non-Clemson researcher, but no financial support will be provided outside of Clemson University.
Funds can be used to pay hourly wages to undergraduate or graduate students. Support for other personnel may be allowable with proper justification.

Attending, organizing, hosting, and/or participating in conferences as the sole purpose are not considered appropriate projects or products.

As needed, the funds may be used for travel. However, the use of funds to travel both domestic and international as part of the proposed work must have sufficient justification and budgetary details.

Expenditure of these funds must follow State procurement guidelines. State money cannot be used for personal gain (i.e., books, recordings [CDs, DVDs, etc.]) by which the author receives ANY portion of funds directly.

All funds/revenues received from sales are considered Clemson University revenue unless assignment of rights to the faculty member is granted by the Vice President for Research and the Clemson University Research Foundation.

Funds can be used to support scholarly activity related to the development of new teaching or Creative Inquiry techniques or practices but not for the actual teaching of Creative Inquiry.

An applicant can only apply for one CU SEED proposal at a time as a PI or co-PI.

Project dates are from February 1, 2019 to January 31, 2020. All funds must be expended by January 31, 2020. Any residual funds at the end of the project will be returned to the Division of Research.

DELIVERABLES
Awards from the CU SEED program must be used for the purposes identified in the proposal by January 31, 2020. All awardees must submit a final report by May 31, 2020 and include a discussion of what was accomplished and how the project has or will contribute to the PI’s larger body of work and future research and scholarship plans. The final report must be emailed to cuosp@clemson.edu with the subject line: CU SEED FINAL REPORT (Tier # PI: Name).

Copies of books, book chapters, refereed articles, or other deliverables from the CU SEED projects must be provided to the Office of the Vice President for Research. In the case of visual or performance art, copies of brochures or other explanatory documents that describe and explain the work must be provided to the Office of the Vice President for Research. In addition, deliverables should specifically contain acknowledgement of CU SEED funding as contributing to the realization of the product or project.

For Tier 2 projects, the final report must include a copy of the final submitted proposal to the sponsor.

Directions will be provided for delivery of products that are not conducive to uploading as e-files. In the case of books, an actual copy of the book must be provided.

APPLICATION PREPARATION
The review committee is comprised of Clemson University faculty across all disciplines in order to provide inter-disciplinary reviews. Thus, the proposal must be written in a clear and concise manner for a general audience. Avoid the use of jargon.

Format the proposal using 12-pt. Times New Roman font, single line spacing, one-inch margins, and 8 ½ x 11-inch paper size. Submit the proposal as a single PDF file labelled CU SEED Tier # _Title with the following ordered sections:
A. Cover Sheet
The cover page must include a clear and concise title (CU SEED-Tier #: Project Title). The names and appointments of the PI, and any other senior personnel or collaborators should be listed, along with their department affiliations. Include center affiliations if applicable. List start date of the PI at Clemson as tenure-track faculty. Are you a recipient of prior CU SEED or URGC funding? If yes, please include the dates of funding.

B. Proposal Description (three-page limit)
- Abstract
- Specific Aims
- Background and Significance
  In addition to a description of the project’s background and significance, include a brief discussion of the history of the project. If funded in the past, provide information about the funding source(s) and amount(s).
- Potential Impact of the Proposed Work
  The applicant must summarize current instructional/research activities; include a discussion of how this project supports Clemson’s strategic innovation clusters identified in ClemsonForward; explain how the project relates to the PI’s larger research and scholarship endeavors; and describe how it will further enhance the mission and reputation of Clemson University.
- Project Methodology
- Expected Results
- Timetable
- Deliverable(s)
- References (not included in the three-page limit)

C. Budget and Justification
Provide details sufficient to justify each expense.

D. Description of Start-Up Packages and Faculty Resources
For a PI and Co-PIs who are new faculty (in the first three years of employment at Clemson), provide start-up package details, including a description of total amount, duration, current balance, number of graduate assistantship(s), travel funds, supplies, equipment, and other/discretionary funds provided as part of the hiring agreement.

For the PI and Co-PIs (regardless of hire date), provide the balances of their incentive and revenue accounts.

E. Current and Pending Support for PI and Co-PI(s)
Include both internal and external sources. The applicant should provide project title, funding agency or CU program, project duration, total direct costs, total amount of the award, role of PI or Co-PI on the project, one-sentence description of major goals of the project, and a statement indicating if there is any overlap with the current proposal. This proposal should be listed under the pending section.

F. Biographical Sketches [2-page NSF or NIH format]
Submit 2-page biosketches in NSF or NIH format for PI, and all Co-PI(s), collaborators and key personnel.
Proposals that are not in compliance with the requirements and the instructions may be returned without review.

**TIMELINE**

- October 15, 2018  Solicitation announced
- November 30, 2018  Proposals due
- January 28, 2019  Decisions announced

**SUBMISSION PROCEDURES AND DEADLINE**

All proposal documents, including electronic signatures, must be received by **4:30 pm, November 30, 2018 in InfoEd**. Pls will contact their OSP Support Centers as they would normally do for an external submission. To ensure that all electronic signatures are received on time, **faculty are strongly encouraged to submit their final proposal documents for routing and electronic signature at least two business days before the deadline**. Only those proposals having completed the **InfoEd** routing process by the deadline will be reviewed.

**REVIEW PROCESS**

As noted above, the review committee is comprised of Clemson University faculty across all disciplines in order to provide inter-disciplinary reviews to evaluate the proposals and make funding recommendations to the Vice President for Research.

Evaluation Criteria:

- Feasibility of the proposed project and its significance to the discipline
- Project has potential for significant impact in keeping with Clemson’s strategic innovation clusters
- Timeline is appropriate for project
- Project methodology is clear and concise
- Current funding for proposed project
- Current faculty resources and/or start-up packages
- Proposal demonstrates a clear path to further funding (for Tier 2-Initiation proposals only)

**RESEARCH COMPLIANCE**

All applications selected for award must have received all required approvals from the Office of Research Compliance before the award can be activated.

**QUESTIONS**

Questions should be directed to Diana Thrasher at dianas@clemson.edu, or 864-656-3908 in the Division of Research.