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

Submission Deadline: April 1, 2021

The CCFA Research Committee welcomes all seed grant applications. However, please be aware that some projects that had been funded in previous years were unable to be completed due to COVID-19, and that coupled with budget changes means there is less money for this round of seed grants. We hope to be able to fund 2-3 projects for this 2021-2022 cycle.

If you have questions please contact the CCFA Dean's Fellow for Research, Melissa Janoske McLean, mljnoske@memphis.edu.

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 projects or embarking on new areas of interest that are likely to lead to outside funding and recognition of the faculty member, their department, and the University, and (2) Larger projects that have long-term 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. Faculty must be in good standing with an annual evaluation of "4" or above. Applications from faculty who have not submitted a required final report on a previous Faculty Seed Grant will not be considered (no final reports were required of winners from the fall 2018 cycle). 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 Committee. Criteria used in evaluating proposals include:
- Potential for external funding
  - Identification (listing) of funding agencies and deadlines
  - Applicability of proposed project to funding program criteria listed in CFPs or RFPs
  - Explanation of how those funds will be used to develop or extend the project
- Plans for dissemination of project results (e.g. conferences, journal publications, exhibitions, performances, etc.)
  - Ways in which the work will reach and affect the audience, community, and/or field
  - Where applicable, dissemination plans should include community stakeholder involvement

- Clarity of the proposal – must be intelligible to non-specialists
- Significance of project
  o The relevance of the project's purpose and specific aims to the field and/or stakeholders
  o The potential impact of the project on the applicant's own research or creative work
  o The likelihood for the project to exert a sustained influence in the field and/or community of interest

- Approach and feasibility
  o Feasibility of timeline and budget
  o Overall design of the project or study is well-reasoned and appropriate to accomplish the specific aims of the project
  o Plans for addressing potential problems or limitations are explained, including alternative strategies
  o Benchmarks for success are presented (e.g., number of people reached with a performance, exhibit, or intervention; external awards, publications, or other forms of recognition; or acquisition of resources—human, financial, or intellectual—to complete or extend a project)
  o Applicant is capable of completing the proposed work given their level of training and prior experience

- Innovativeness of the project
  o How the project addresses important gaps in, or challenges and seeks to shift, current research by utilizing novel theoretical concepts, approaches/methodologies, instrumentation, or interventions
  o Refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions

4. APPLICATION PROCESS AND SUBMISSION DEADLINE
Final proposals must be submitted electronically to the Dean's Fellow for Research by Thursday, April 1, 2021. 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 UofM 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 your last name.pdf." Applications should be emailed to Melissa Janoske McLean at mljnoske@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 July 1, 2021. Funding will be available through the remainder of this fiscal year (ending June 30, 2022). 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 template is 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 or Director. 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 CCFA Research Committee 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 project 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

Applicants are required to provide a detailed and instructive budget that includes a line-item breakdown of all costs and justification.

Seed Grant Awards will not exceed $5,000 and are subject to the following category limitations:

- Course buyouts: The FSG can be used to subsidize teaching loads with funds for part-time instructors to accommodate release time for a faculty member's research project.
- 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: supplemental faculty salary; taking or developing courses; domestic or foreign travel to conferences; writing services for grant proposals; general purpose equipment.

Questions about the budget can be directed to the Dean's Fellow for Research, Melissa Janoske McLean, at mljnoske@memphis.edu. If necessary, the Dean's Fellow will consult with the college's business officer before providing guidance.

6.4 Summary Curriculum Vitae

Include educational background and a list of relevant 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.

7. FOLLOW-UP REQUIREMENTS

The applicant's submission indicates his/her/their 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** (with the exception of fall 2018 winners, of whom no report was required). The report will be sent to seed grant winners upon the completion of their grant cycle by the Dean's Fellow for Research, and is due at the end of the semester upon grant completion. 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 University endorsement of research conclusions."

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

8. RESOURCES

- **Examples of research and creative activity potentially applicable to CCFA's faculty seed grant initiative -**
  https://www.memphis.edu/ccfa/resources/faculty_staff/ccfafsgexamples.pdf
- **Honors College Research Opportunities -**
  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
  Previous forums for Proposal Planning, Allowable Cost, Personnel
- **Research Resources** - 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
- **Grant Services -** 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