

APPENDIX 5-B

Sample Seed Grant Call for Proposals



Hussman School of Media and Journalism

Seed Grant Request for Proposals

Deadline: 5 p.m., Jan 7, 2020

The objective of this program is to help to strengthen and grow the portfolio of high profile and externally funded scholarly and creative activity at the UNC Hussman School of Journalism and Media. Therefore, the school invites faculty applications for seed grants that will position MEJO faculty to develop and submit competitive applications for external funding.

Award Amount

The Research Center Committee anticipates seed grants of no more than \$5,000 each. Proposals must include a budget itemizing and describing each estimated expense.

1. Funding from these seed grants may be used for direct project expenses including:
2. the cost of engaging in collection activity, such as collecting data from research participants, data from archives inaccessible via internet, recording of footage or audio, conducting interviews, or collecting other primary source material,
3. payment to research or interview subjects or payment to access data,
4. wages for assistants needed for collection activities, processing of data, footage, or other materials relevant to the project, or analysis,

5. transcription,
6. supplies critical to the project,
7. design of critical materials by an outside company, and travel necessary to complete the project, e.g., for collection activity, data processing or analysis.

Funding may not be used for faculty salary or travel to attend conferences, workshops, to deliver talks, present findings, or network. Funding cannot be used to reimburse expenses incurred prior to this award.

Eligibility

All full-time, tenure-track and tenured faculty members in the UNC Hussman School are eligible to apply. Members of the Seed Grant Review Committee are not eligible to apply.

Award Criteria

All proposed projects must be designed to be completed and funds expended within a 12-month grant period. Proposals should include a concrete plan to use the seed grant project for an identified external grant submission within 12 months of the end of the seed grant period. This plan can include a description of a call for proposals (CFP), a specific foundation funding opportunity, or a letter of intent (LOI) to be submitted for an identified funder's consideration.

PART II – STANDARD 5
SCHOLARSHIP: RESEARCH, CREATIVE AND PROFESSIONAL ACTIVITY

A one-page report must be submitted to the Academic Dean six months after the award date (interim report) and one year after the award date (final report). At least one of these two reports must include evidence of applying to an external grant.

How to Apply

Please submit the following information electronically as a Word file attachment to the school's Academic Dean **by 5 p.m. on January 7, 2020.**

Describe and clearly justify how this seed grant will provide opportunities beyond what is possible with existing support. Use the headings below for formatting guidance:

1. Seed Grant Project Summary

(max: one page, single-spaced)

- Provide a brief overview of the general purpose and main procedures of the project using language that is comprehensible to non-specialists.
- Describe how the project is novel or innovative.
- Address how the proposed project relates to the identified external funding opportunity.

2. Seed Grant Project Narrative

(max: two pages, single-spaced excluding bibliography)

Project Description:

- Describe the significance of the project and explain its purpose.
- Describe all methods and procedures for executing the project. If appropriate, provide a statement of the research questions or hypotheses to be addressed. If data are involved, discuss the plan of analysis. In all cases, provide a description of the planned output or product.
- If applicable, include bibliographic references at end (exempt from page count).

Deliverables:

Provide a clear list of what specifically will be accomplished by the end of the project period, including tangible products, documents, publication or award competition submissions, and external grant seeking activity.

Timeline:

Provide a clear schedule for completion of the project within the 12-month period, identifying interim milestones. Include specific plans to apply for external grant funds, noting grant sources and award submission deadlines.

3. Relevant conference papers, presentations, published works, reports, products, etc. authored/created by the applicant that supports this project *(max: one page).*

4. Itemized budget of all estimated expenses.

- Please include a budget justification that describes each cost listed in the budget.
- Describe how graduate or undergraduate student assistants will be involved and compensated.
- If the seed grant project costs exceed the amount requested, then other confirmed sources of funding must be identified and shown in the budget.
- If your project requires resources or support from external partners, please describe and provide materials confirming that support.
- If your project requires space, equipment, or other resources from the school, please describe.