OFFICE OF SPONSORED PROJECTS & SCHOLARLY ACTIVITY
CALL FOR SEED GRANT PROPOSALS

Purpose: The College of Nursing and Professional Disciplines (CNPD) Office of Sponsored Projects & Scholarly Activity (SPSA) has funds available for scholarly activities. Call for proposals will be issued twice a year: fall and spring semesters.

The intention of the CNPD seed grant is to build college research and scholarship. Proposed research projects should produce preliminary or pilot data to develop larger, grant-funded projects. Scholarly projects should further the practice or training of practitioners in professional fields of study.

Funding: Each award will not exceed $3,000 and priority will be given to those proposals that clearly advance the research and scholarship mission of the college.

Fall semester call for proposals will fund projects from January 1, 2015 through December 31, 2015.

Spring semester call for proposals will fund projects from May 1, 2015 through April 30, 2016.

These funds may be used for research-related costs such as printing, consultation, equipment, travel, supplies and research assistant salary.

Faculty salary is allowed for work conducted during summer months.

Eligibility: Applicants must have a minimum of a 50% appointment within the CNPD.

Only one proposal per applicant is allowed each round.

Previous award recipients are allowed to apply for funding if requirements of prior funding were met satisfactorily. Those who received previous SPSA (formerly the Office of Research) grant support and are submitting a proposal for continuation of that research must attach a copy of the previous final report(s) with the current submitted proposal.

Deadline: Proposals submitted to the fall semester call for proposals must be submitted to the CNPD SPSA, michelle.m.meyer@UND.edu, no later than November 21, 2014.

Proposals submitted to the spring semester call for proposals must be submitted to the CNPD SPSA, michelle.m.meyer@UND.edu, no later than March 13, 2015.

Reports: Fall Semester award recipients will be required to submit a final report to SPSA by January 16, 2015.

Spring semester award recipients will be required to submit a final report to SPSA by May 13, 2016.

Award recipients will also be expected to present their research results at a conference, or disseminate through a publication within one year of completing their research or scholarly project.
APPLICATION

I. **Title Page**: ATTACHMENT A
   a. Title of proposal
   b. Name and title of applicant, campus location and contact information
   c. Total amount requested
   d. Any funding received for previous research activity
   e. Signature of the Department Chair. If applicant does not report to a Department Chair, the signature of direct supervisor is required.

II. **Abstract**: 250 words maximum.

III. **Proposal**:
   a. 3 pages maximum to include study purpose, background/significance, specific aims/research questions, theoretical framework, methods, data analysis and plan for dissemination of knowledge to the professional community.

IV. **Budget**: ATTACHMENT B

V. **Time Table**:
   a. Target dates month by month (meant as a guide)

VI. **Evidence of Regulatory Compliance**:
   a. (approved or pending approval), e.g. IRB, Human Subjects Education, Biosafety Committee approval

VII. **Statement of intent**:
   a. State plans to disseminate research findings and subsequent funding or subsequent scholarly project.

VIII. **References**

IX. **Biographical sketch**

X. **Historical Grant Support at the College of Nursing and Professional Disciplines**:
   a. Include copies of final reports related to this or other CNPD-funded projects, if applicable.

XI. **Appendices**:
   a. Related support material. (optional)
ATTACHMENT A

OFFICE OF SPONSORED PROJECTS & SCHOLARLY ACTIVITY
CALL FOR SEED GRANT PROPOSALS

Grant Application Title Page

a) Title of proposal:

b) Name and title of applicant:
   Address:
   Telephone number:
   Email:

c) Total amount of financial support requested:

d) Other funding received or applied for in this area of research:

e) Department Chair/Supervisor must sign prior to submission indicating that resources (time, faculty, etc.) are adequate to support this request.

Signature: ________________________________________________________________

   Principal Investigator       Date

Signature: ________________________________________________________________

   Department Chair or Supervisor       Date

For Reviewers Use Only

Proposal approved by the Review committee:  Yes ☐    No ☐

   Budget appropriate:  Yes ☐     No ☐

   Fund fully ☐    Fund partially ☐    Do not fund ☐

COMMENTS:

APPROVAL:

Chair, Review Committee       Date
ATTACHMENT B

OFFICE OF SPONSORED PROJECTS & SCHOLARLY ACTIVITY
CALL FOR SEED GRANT PROPOSALS

Project Budget

Budget:

a) Personnel Amount

b) Supplies Amount

c) Equipment Amount

d) Travel Amount

e) IT Costs Amount

f) Other expenses Amount

TOTAL:

Budget Justification:
ATTACHMENT C
OFFICE OF SPONSORED PROJECTS & SCHOLARLY ACTIVITY
CALL FOR SEED GRANT PROPOSALS

Proposal Review Form
(Must be returned within three weeks)

REVIEWER’S NAME:

PROPOSAL TITLE:

<table>
<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>SCORE 1 - 5 (low to high)</th>
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<tbody>
<tr>
<td>1. Abstract</td>
<td></td>
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<td>2. Feasibility of attaining objectives/goals</td>
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<td>3. Methodology (human subjects review status (approved or pending), sampling, data analysis plan, etc.)</td>
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<td>4. Estimate of expected contribution to our knowledge base</td>
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<td>5. Applicant’s apparent current status of knowledge in this field</td>
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<td>6. Budget (resources align with objectives and justification is appropriate)</td>
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<td>7. Timetable reflects objectives, resources, and funding availability</td>
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<td>8. Overall scientific quality of proposal</td>
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<td>9. Potential of this idea to be developed into either a nationally competitive proposal, peer-review publication, or enhance the practice or training of practitioners</td>
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<td>10. Proposal clearly advances the research and scholarship mission of the college.</td>
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</table>

TOTAL SCORE (High of 50)

PLEASE PROVIDE COMMENTS TO EXPAND/CLARIFY INDIVIDUAL POINTS
(Continue on back and use additional sheets, if necessary.)

RECOMMEND FUNDING:  Yes ☐  *Amount: ______________________  No ☐
* If modified from requested amount, justify modification (continue on back as needed):

OFFICE USE:
PREVIOUS GRANT FUNDING RECEIVED:  Yes ☐  No ☐
ATTACHMENT D
OFFICE OF SPONSORED PROJECTS & SCHOLARLY ACTIVITY
CALL FOR SEED GRANT PROPOSALS
Research and Scholarly Projects Grant Report

I. **ABSTRACT** (with progress incorporated)

II. **CURRENT STATUS OF PROJECT**
    Is project completed? Yes ☐ No ☐
    If No, please explain current status of project?

III. **BUDGET REPORT**

<table>
<thead>
<tr>
<th>Category</th>
<th>Expenditure</th>
<th>Unspent Balance</th>
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III. **FUTURE PLANS**
(Specifically address plans for publications, research proposals, grant seeking, etc.)