2021 CALL FOR PROPOSALS
RESEARCH SEED GRANTS FOR NEW FACULTY

PROGRAM BACKGROUND: The purpose of the Research Seed Grants for New Faculty is to stimulate research and scholarly activity among new additions to the Montana Tech faculty. Seed grants may be used to help faculty in their first or second year embark on a program of research and/or scholarly activity. Over time, some of these "seeds" are expected to grow and produce active research and products of research that will represent a significant return on this initial investment. This program is a campus-wide initiative and it is funded by the Office of Research.

PROGRAM ELIGIBILITY: Any new full-time faculty member of Montana Tech (including Highlands College) or any new full-time research professional at the Montana Bureau of Mines and Geology (MBMG) appointed on a letter or Board of Regents contract is eligible to compete for these research awards. Seed grants are intended for new hires who have a specific research expectation as a condition of employment. "New" for this purpose means "first or second year of service" at Montana Tech or MBMG. "Research" for this purpose may have different definitions according to prescribed conventions established by the various disciplines and departments. Applicants may apply for Seed Grants in their first and/or second year of service. An applicant, awarded a Seed Grant in the first year of service is not eligible to apply in year two. Faculty in visiting appointments are not eligible.

RESTRICTIONS AND LIMITATIONS. The following are not eligible for consideration under this program:

• Proposals to supplement existing extramural funding.
• Proposals to fund research required to obtain a degree or certification.
• Proposals whose primary purpose better fits the definition of or "professional development", educational or pedagogical research is eligible.

TERM OF AWARD: Funding will be limited to a one-time grant in an amount not to exceed $7,000. Proposals for less than the maximum are welcome. Grants submitted, but not funded, during the first year of faculty service may be updated and resubmitted for consideration during the faculty member's second year of service. Where appropriate, recipients are encouraged to use the results of this funded research as the basis for an application for extramural funding. All funds awarded must be spent by December 31, 2022. Any funds remaining after this date will be returned to the Research Office.

POST AWARD REPORTING: Award recipient's constructive use of these funds must be documented in a post-award report submitted to the Vice Chancellor for Research and Graduate Studies by May 15, 2023. To minimize duplication of effort, this report may be a compilation of documents such as: submitted papers, extramural proposals, patent applications, and presentations given. In addition, the results of the research funded by a Seed Grant award must be presented on

campus or some other publicized research seminar in the year following the end of the award.

APPLICATION PROCESS

Required Submission Items:
1. Proposal Clearance Form (PCF)
2. Scope of Work or Project Description (5-page maximum)
3. References
4. Budget and Budget Narrative
5. Project Timeline
6. Resume or CV of the principal investigator (limited to 2 pages)
7. Letters of Support

Proposal Clearance Form (PCF):
• Located at https://www.mtech.edu/research/sponsored-programs/policies-forms/index.html
• Must be signed by the PI, department head, dean, director of Sponsored Programs, and Vice Chancellor for Research.
• For assistance with the form and required signatures, email grants@mtech.edu

Scope of Work or Project Description
• Proposed methods and objectives should be explained in sufficient detail that a panel of reviewers can assess the quality of work and likelihood of successfully achieving the goals spelled out in the program mandate. Proposals of sufficiently high quality may be simultaneously submitted to appropriate extramural funding sources.
• 5-page maximum

References
• Use the citation style that is common practice in your field of study

Budget and Budget Narrative
• All budgets must be reviewed and approved by the Director of Sponsored Programs. Email draft budgets in excel to grants@mtech.edu to start the review process.
• A budget narrative must be submitted describing the items requested in the budget.
• Allowable Costs: PIs can request salary/benefits, travel, supplies, equipment, software, space rental, and other if the items are justified. If salary is requested, benefits are required (25% summer salary and 46% of academic salary). Applicants may apply through their department head for release of one three-credit course during the academic year. Applications for release must allow time for planning and approval by the Department Head, Dean, and the Vice Chancellor for Academic Affairs.

Project Timeline/Schedule
• The schedule of project activities over the course of the budgeted period.

Resume or CV of the principal investigator
• 2-page resume or CV describing the PI's educational and professional background; including a list of relevant publications; and a list of other relevant activities.

Letters of Support
• Montana Tech Letters of Support: required from the principal investigator's Department Head, Dean, and Vice Chancellor for Academic Affairs. A letter of support is only required from the Vice Chancellor for Academic Affairs if an academic course buy out is requested. The Department Head and Dean letters of support must include:

- ✓ The availability of adequate facilities to pursue the research exist or will be provided (unless the proposal specifically budgets for such facilities).
- ✓ If appropriate, that the proposed research is in accord with established department research priorities.
- ✓ Availability of release time. Only applicable if PI is requesting an academic course buy out.

• Other Letters of Support: The PI should provide at least one, but no more than three, letters of support from individuals who support the applicant's ability to accomplish the proposed program and merits of the proposed research.

Proposal Formatting:
1. Minimum of 11-point font with 1 inch margins. Recommended fonts: Arial, Verdana, or similar.
2. All documents must be submitted together as a single PDF. File named:

LAST.NAME_FIRSTNAME.seedgrant2021.PDF

Proposal and Budget Review and Approval Process:
Coordinate the budget review and completion of the PCF with the Research Office (RO) and Office of Sponsored Programs (OSP) through the proposal review process. Email the budget draft in MS Excel and the PCF to grants@mtech.edu for review a minimum of 5 business days prior to the application deadline (March 19, 2021). The budget must be reviewed and approved by OSP prior to submission.

DEADLINE AND SUBMISSION: All required documents must be submitted in PDF format to grants@mtech.edu by March 19, 2021 by 3:00 PM.

REVIEW CRITERIA. Besides the intellectual merit of the proposed research, the following criteria will also be assessed:
1. How well does the proposed research relate to the programmatic priorities of the faculty member, the department, and unit, and what is its likelihood of continuing campus support?
2. Is the proposal innovative?
3. What are the prospects for future extramural funding?

4. What are the prospects that the proposed project can be carried out successfully, e.g., such that its results could be presented at a professional conference or in a peer-reviewed publication?

5. What are the prospects for enhancing/expanding professional contacts for the faculty member, the department, and Montana Tech?

6. Strength of Endorsements.

PROGRAM SCHEDULE:
Call for Proposals Issued: February 1, 2021
Proposal Deadline: March 19, 2021
Awards Announced: April 23, 2021
Projects Start: July 1, 2021
Projects End: December 31, 2022
Post Award Report Due: May 15, 2023
On-Campus Presentations: Spring or Fall 2023

Research Seed Grant Program Selection Committee: The proposals will be reviewed by the Research Seed Grant Committee composed of five members representing the following Colleges and Divisions:

College of Letters Science and Professional Studies Amy Kuenzi, Chair
College of Letters Science and Professional Studies Michael Masters
College of Mines & Engineering Susan Schrader
College of Mines & Engineering Xiaobing Zhou
Bureau of Mines and Geology Gary Icopini
Highlands College Ryan Mulchay