Seed Grant to Support the Arts & Humanities Application Package

Thank you for considering applying to the Seed Grant to Support the Arts & Humanities program. This document contains everything you will need to apply.

Contents

Links

InfoReady Faculty Opportunities page: https://southalabama.infoready4.com/#facultyopps

Access to Cayuse: http://bit.ly/cayuseaccess

Process Workshop registration (if needed): http://bit.ly/processworkshops

Department of Research Communications, Development & Learning
Proposal Development Tools: Internal Funding

Matt Reichert | 251.460.6628 | reichert@southalabama.edu
Angela Jordan | 251.460.6507 | ajordan@southalabama.edu

Office of Research & Economic Development
Internal Funding Program Applicant Checklist

CHECKLIST	COMMENTS
☐ Take the Internal Funding Process Workshop: http://bit.ly/processworkshops Required for new applicants to the Seed Grant to Support the Arts & Humanities and strongly recommended for first-time applicants to other programs.	New to South or applying for internal funding with us for the first time? Taking our internal funding process workshop will familiarize you with the online systems and application requirements.
☐ Using InfoReady for the first time? Use SSO to login and then update your profile with your department information under "Primary Organization."	Seed Grant applicants can enter their regular department and IGNORE the following category (Arts and Sciences - Seed Grant Program to Support the Arts and Humanities Applicants ONLY).
☐ Application package uploaded to InfoReady.	Can be done in parallel, e.g. simultaneously, with Cayuse SP submission.
☐ Using Cayuse SP for the first time? Request account creation using the Change Request form on the Sponsored Projects website.	Program guidelines link to the page where this can be found. ALLOW SEVERAL DAYS FOR ACCOUNT CREATION!
☐ Proposal record created in Cayuse SP following instructions given in program guidelines appendix.	
☐ In Cayuse SP, be sure you have entered BOTH a grant administrator AND proposal editor. In some units this will be the same person while in others they will be different.	Grant Administrator goes on the "General Information" tab. Proposal Editor goes on the "Investigators/Research Team" tab.

☐	Does your co-PI really need to be entered in Cayuse SP? (Ignore if you don't have a co-PI.)	If your co-PI is providing time to the grant and is either funded or providing cost-share, AND/OR if their department is providing any resources for the project, then the answer is YES. If your "co-PI" is more of a consultant or advisor, then the answer may be NO. This applies to co-PIs internal to USA.
☐	Detailed (NOT Summary) budget entered in Cayuse SP.	
☐	In Cayuse SP, budget is ONLY for funds requested from ORED.	DO NOT enter full project budget if it is larger than the amount requested.
☐	In Cayuse SP, **Research Comm, Dvlp & Lrng** is added as an approving unit, and is listed as the final approver in the routing order.	You will need to manually add RCDL AND manually change the number to be the last one in the routing order.
☐	In Cayuse SP, proposal is submitted for routing AT LEAST one day in advance of the program deadline.	Department chairs and deans are often traveling and unable to promptly make approvals. Plan for this possibility and route your proposal well in advance of the deadline.

Office of Research & Economic Development
Internal Funding Programs

Matthew Reichert | 251.460.6628 | reichert@southalabama.edu
Angela Jordan | 251.460.6507 | ajordan@southalabama.edu

Overview

The Seed Grant to Support the Arts and Humanities Program provides funding to support scholarly, creative and research projects in the Arts and Humanities. Requests to support teaching activities are not funded unless they are directly tied to faculty research. $25,000 is allocated for this program in FY2024.

NEW THIS YEAR: the maximum individual award is limited to $2500. Any funding request involving travel must be submitted a minimum of two months before the proposed departure date.

Any university restrictions on scholarly and creative activities and travel are applicable to projects funded under this program, and subject to change.

The program provides need-based support of projects that meet review criteria. **To that end, continuous submissions are accepted throughout the funding year until the annual allocation has been expended.** There are no deadlines and submissions will be reviewed by a standing committee, with notification provided to applicants monthly during the academic year, excepting December. The review committee will meet once in the summer months if needed.

The review committee will provide feedback on proposals that are not funded, and one resubmission is allowed.

Funding requests should not generally be made for expenses already incurred (**and travel, in particular, cannot be reimbursed if it has already taken place**); however, applicants may inquire about exceptions to this rule.

Applications should reflect concrete, imminent needs for funding and should not be speculative. E.g. book project expenses should be proposed towards the completion,

EXAMPLES OF ACTIVITIES

Copyright permission fees associated with the use or incorporation of text or visual images;

Illustration usage fees (often required by museums or archives);

Indexing (i.e. the creation of an index for one's book);

Subventions (i.e. payments made to support book projects at non-profit university presses);

International travel* above the standard allocation provided by departments to support scholarly, creative and research activities;

Mastering music CDs;

Mounting a visual art exhibition;

Art competition entry fees;

Music or visual art supplies;

Bringing guest artists/producers to campus for collaborative drama productions;

Bringing projections or special effects specialists to campus for collaborative drama productions;

Commissions for musicians to provide scoring for faculty-created drama productions.

rather than the start, of the project (assuming that expenses are tied to the actual publication). HOWEVER, funding needs that can be anticipated (e.g. travel, publishing costs) should be applied for with enough lead time for the review and award process to be completed before the funds are required.

*FOR EXAMPLE: If you anticipate travelling to a conference that begins June 1, you should submit your request by April 1 **at the latest** to allow for committee review, funding decisions, and administrative processes to be completed before your travel in June.*

No-cost extensions will NOT be granted for projects that have not been impacted by the pandemic.

Applicants are expected to meet requirements for scholarly, research, and/or creative productivity stemming from the award (e.g. publications, creative products, or grants), and should identify external funding/awards to support the sustainability, expansion and/or dissemination of the project/results obtained. See the sidebar on p1 for a non-inclusive list of examples of fundable activities.

Eligibility

ELIGIBLE: Faculty in good standing with primary appointments in the departments of Art and Art History, Communication, English, History, Modern and Classical Languages and Literature, Music, Philosophy, and Theatre and Dance in the rank of assistant, associate, and full professor (without regard to tenure status) are eligible to apply and receive an award.

INELIGIBLE: The following are not eligible to apply: faculty known to be in their last year of employment; faculty working solely in visiting or adjunct titles; and faculty who are on leave without pay or on sabbatical *at an institution other than USA* are not eligible to receive awards during the leave or sabbatical period. Faculty who are on sabbatical when submitting their application, or who plan to use their award during a sabbatical, should contact the Office of Research and Economic Development before applying (see p1 for contact info).

LIMITATIONS ON FREQUENCY OF FUNDING: Faculty may receive up to two awards within a three-year period. They may apply again after their one-year award term expires if they have a) closed out their previous award and b) met productivity requirements for that award.

PROCESS WORKSHOP ATTENDANCE REQUIREMENT: All applicants who have not yet attended an ORED Internal Funding Applicant Process Workshop must complete the virtual workshop before submitting a proposal to this program. Contact us to request an add to the Canvas course: ajordan@southalabama.edu

Constructing the Application

A complete application will contain the following four sections.

a. Project Description (two page maximum; please be sure to address the Evaluation Criteria (see below.))

- ☐ Provide a clear description of the research, scholarly, and/or creative work to be conducted. Use language that can be understood by an educated non-expert.
- ☐ Describe any unique qualities of the proposed activity: is it innovative, original, potentially transformative or otherwise significant?
- ☐ Define the project goals of the project, how they will be achieved, and the project timeline.
- ☐ Describe the expertise and qualifications of the personnel involved in the project and any resources that are available.
- ☐ Describe expected products that will result from the project, e.g. publications, presentations, performances, exhibitions, further scholarly activities, visual art, collaborations, and/or proposals for external funding.
- ☐ **Applicants must include a discussion of at least one external funding opportunity (include a brief description of the type of opportunity, sponsor, and due date) that may be pursued to sustain, expand the scope of, or disseminate the project/results obtained.**

b. Literature Cited (one page maximum)

- ☐ Standard citation formats for the applicant's academic field can be used.

c. Proposal Budget and Budget Justification (two page maximum)

- ☐ **Awards are limited to a maximum of $2,500 (and you are not required to ask for the maximum).**
- ☐ Your budget should reflect ONLY the funds you are requesting from this program.
- ☐ A line item budget and budget justification must be provided.
- ☐ The budget justification should briefly address all of the items listed in the line item budget.
- ☐ Salary support is allowable; contact the Office of Research and Economic Development before applying (see p1 for contact info).
- ☐ No indirect costs (F&A) will be applied to the award expenditures.

d. Summary CV (two page maximum)

- ☐ List research and scholarly activity: publications, presentations, expositions, juried shows, performances, etc. during the last three years;
- ☐ List current and pending internal and external grant support including amount, source, and term of funding that will, or has the potential to, be active during the term of the proposed project. *Both pending and current, internal and external support must be included.*

Submitting the Application

1. Submit Proposal Documents in InfoReady

☐ In the Abstract field in InfoReady, provide a 150-word summary. Project summaries will also be used in Cayuse, and should give a concise description of the proposed project, suitable for online publication if an award were to be made.

☐ Items a-d must be compiled as a single PDF and uploaded into InfoReady. The proposal should be formatted with 1" margins and a font size no smaller than 11 point; line spacing must be 1.0 or greater. ***Page limits for all sections should be observed.***

Submissions accepted on a continuous basis

2. Obtain Institutional Approval in Cayuse

☐ Proposals, including application documents listed above, must be routed for departmental and college approval through the Cayuse platform and received by the Office of Research Communications, Development and Learning by the proposal due date. Detailed instructions about how to route the proposal through Cayuse are included as an appendix to this document.

3. Deadlines

☐ Submissions are accepted on a continuous basis until funding for the year is expended.

Evaluation Criteria

INTELLECTUAL MERIT: The research, scholarly, or creative work should:

☐ Make a demonstrable contribution to the field; e.g. be new, innovative, explore a topic not previously studied, adopt novel approaches to existing scholarship or creative works;

☐ Meet the highest standards for scholarship or creative activity in the field; e.g. should pass peer review;

☐ Demonstrate rigorous understanding of the field of study.

PROPOSAL QUALITY: The proposal should:

☐ Demonstrate a clear need for funding;

☐ Be clearly written in language intelligible to an educated non-expert;

☐ Follow all directions given in the program guidelines for formatting, supporting documents, and other parts of the application;

☐ Have a realistic timeline for completing the proposed work;

☐ Include a budget AND budget justification that completely addresses proposed expenses and is appropriately scoped to the proposed work;

☐ Demonstrate that the faculty member has the capability and resources to carry out the proposed work.

PROFESSIONAL OUTCOMES: The proposal should:

- Document products expected as outcomes of the proposed work, including publications, creative products, or grants;
- Demonstrate alignment with the faculty member's career goals and expectations for professional advancement;
- Identify an external funding opportunity that could support or extend the proposed work;
- And optionally, may also include information about other benefits of the proposed work to the faculty member's career that differ from the products explicitly listed above.

Proposal Review Process

Proposals will be received by the Office of the Assistant Vice President for Research Development and Learning and reviews will be conducted by panels selected from a standing review committee created by the Faculty Senate Research Committee. For additional information contact Angela Jordan. There will be once-monthly notifications of funding decisions during the academic year, excepting in December. The review committee will meet once during the summer if needed.

Award Administration

The term of the award is one year, beginning in the month following award.

Fund numbers are established by the Office of Grants and Contracts Accounting. Post-award administration of the award is the responsibility of the PI, Department, and College.

No-cost extensions will NOT be granted. Unexpended funding remaining at the end of the term of the award will revert to the Office of Research and Economic Development.

A final progress report must be submitted via InfoReady in the spring semester following the completion of the award. We now collect progress reports for all our programs once annually. Failure to submit a timely progress report will jeopardize future submission opportunities to this program.

The Office of Research Development and Learning may contact awardees for additional, ad hoc progress updates.

Appendix: Cayuse SP Routing Guidelines for ORED Internal Funding Program Proposals

Institutional approval of ORED-sponsored internal funding program proposals is handled through Cayuse SP. (Internal funding submissions do NOT use Cayuse 424.) This applies to the following ORED-sponsored internal funding programs:

- ☐ Faculty Development Council Fellows
- ☐ Faculty Development Council Grant
- ☐ Research and Scholarly Development Grant
- ☐ Seed Grant to Support the Arts and Humanities
- ☐ Social Justice Research Initiative

Proposals can be created in Cayuse SP as soon as a submission is planned. Users can save the proposal without routing it and return later to enter more information and upload attachments. **It is best practice to start the process well in advance of the due date.** Users should also be aware that routing for institutional approvals can take time depending upon faculty and administrator availability, and should plan accordingly.

New Cayuse SP users will need to request account creation, which will take at least 24 hours. This can be done by going to the Sponsored Projects Administration website and using the green "Cayuse Research Suite Change Request" button. For the field that says "Please provide details of your change request" simply put "Requesting Cayuse account creation." You do NOT need to get authorization from your department chair.

At USA, Cayuse Research Suite has two modules: Cayuse SP and Cayuse 424.

- Cayuse SP is the proposal and award administration module that replaced paper Transmittal Sheets. SP electronically routes proposals for necessary University approvals, monitors proposal status, and interfaces with post-award activity. All proposals at the University of South Alabama will begin in SP whether submitted electronically or by an alternate method. It is not, however, a submission module.

- Cayuse 424 is the module through which most federal grant proposals can be created, reviewed for sponsor requirements, and electronically submitted by SPA. The 424 module is connected directly with Grants.gov. Proposals are checked throughout proposal development for compliance and when submitted, travel quickly to the directed Federal sponsor.

Click here to log in to
Cayuse Research Suite
Production (Live) Version

>>> Cayuse uses the JagNet authentication system. Click here for more information, including special "JagNet for USA Health" instructions for Health System employees. <<<

Click here to enter an
Cayuse Research Suite
Change Request

The following information will assist in completing information in Cayuse SP to obtain institutional approval. All fields within Cayuse SP designated with an asterisk (*) must be completed in each "page" to advance to routing the information.

The information presented below pertains only to the specific field information required for routing ORED-sponsored internal funding proposals and does NOT detail every field that needs completion.

[Cayuse SP Page] Start New Proposal

Sponsor Information

- ☐ Sponsor: when the keyword search box pops up, select the "No Sponsors" button
- ☐ Sponsor Program Name: Seed Grant in Support of the Arts and Humanities

General Proposal Information

- ☐ Admin Unit: select the applicant's department
- ☐ Grant Administrator: select your college's grant administrator; you can <u>find a list here</u>.
- ☐ Project Start/End Dates: Start date should be the first of the month following proposal submission, if submitted prior to the second Wednesday. If submitted after the second Wednesday, add an additional month to the start date so it would be the second month following submission.
  End date should be one year after the start date.
  EXAMPLE 1: proposal submitted on October 3rd. Start and end dates would be as follows: 11/1/20XX – 10/31/20XX.
  EXAMPLE 2: proposal submitted on February 26th. Start and end dates would be as follows: 4/1/20XX – 3/31/20xx.
- ☐ Activity Code: Internal Competition
- ☐ Proposal Type: Internal Competition
- ☐ Instrument Type: Grant
- ☐ How will this proposal be submitted? Other
- ☐ Sponsor Deadline: 9/30/2024 (because we have open submissions)

When this page is saved, a green check mark will appear in the left-hand menu by "General Information," and the full list of sections will be displayed.

[Cayuse SP Page] Investigators/Research Team

- ☐ Add the applicant with a role of Lead Principal Investigator. Unless the applicant is requesting time on the grant, the Person Months and Sponsored Effort % and will be 0.
- ☐ **Add the same grant administrator as above in a proposal editor role.**

[Cayuse SP Page] Budget

Overview

- Budget Form: Detailed
- # of Budget Periods: 1
- Current Period: dates will be the same as the Entire Project
- F&A Rates: 0%
- **NOTE: You need only enter a budget for the amount of funding you are requesting from ORED.** If you are getting the remainder of the project funding from elsewhere, that does not need to be listed in the budget within Cayuse SP.

[Cayuse SP Pages] Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, and Intellectual Property

- Must be completed accordingly.

[Cayuse SP Page] Proposal Abstract

- It is not necessary to make this abstract publicly available.
- Upload your 150 word project summary.

[Cayuse SP Page] Proposal Attachments

- Attach a copy of the application package (compiled PDF submitted via InfoReady). This is preferred but not required.

[Cayuse SP Page] Approving Units

Add Approving Unit

- Unit: Research Comm, Dvlp & Lrng
- ***Important – Research Comm, Dvlp & Lrng must be designated as the final approver in the routing order before authorizing the unit listing.** E.g. 1. is department level, 2. is unit level, and 3. is Research Comm, Dvlp & Lrng.

If all of the items on the left-hand menu list show a green checkmark the proposal is ready to Submit for Routing.