

2021 SEED GRANT APPLICATION

SEED GRANTS ARE SUPPORTED BY THE
RIVER BRANCH FOUNDATION



Environmental Center

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GRANT DESCRIPTION

The Environmental Center at the University of North Florida (UNF) developed the Seed Grant program in 2006 in order to stimulate the creation of interdisciplinary research projects related to the environment. Support for the faculty research development grants is provided through the River Branch Foundation.

Research proposals must address one or more of the Environmental Center priorities:

- Rivers, coasts and springs
- Parks, preserves and nature contact
- Sustainability and climate resiliency (e.g. health, social, economic, environment)

One grant will be awarded in the amount of \$8,000. Funds can be used for the purchase of supplies and equipment, associated travel, faculty stipend, publishing fees and student wages (see the **ALLOWABLE EXPENSES** and **COVID-19** sections below for details).

Proposals are reviewed by a committee of UNF faculty and are competitively awarded to the most meritorious proposals (see the **EVALUATION CRITERIA** section below for details).

Applications for funding must be received no later than **Sunday, October 25 at 11:59 p.m.** Completed applications, including the signed acknowledgment form, must be received electronically in PDF format by the deadline. ***Late or incomplete submissions will not be considered for funding.***

Proposals should be submitted to the Environmental Center via e-mail at j.taylor@unf.edu.

ELIGIBILITY

All projects must involve at least one UNF faculty member who is tenured or in a tenure-earning position. University staff and community partners are eligible to be team members, but not the principal investigator.

Faculty members who were the principal investigator for Seed Grants funded in 2019 or 2020 **are not** eligible to apply for funding in the 2021 funding cycle.

All faculty involved in a project must be in “good standing” with Academic Affairs and the Environmental Center, meaning that proper execution and reporting requirements have been met in conjunction with previous awards such as:

- Summer Scholarship Grants sponsored by Academic Affairs
- Proposal Development Grants sponsored by Academic Affairs
- Seed Grants sponsored by the Environmental Center

COVID-19 Considerations

When preparing proposals, faculty need to consider how their proposed project might be negatively impacted by the COVID-19 pandemic. The potential impact on research may include restrictions on travel, face-to-face meetings, access to campus, data collection and processing procedures, working with graduate students, collaborations, etc. It is the **faculty member's responsibility** to ensure that travel and other activities are allowable.

The Environmental Center wants to ensure faculty have considered current and possible future restrictions and have a plan to complete the study within the time frame given the pandemic.

ALLOWABLE EXPENSES

The Environmental Center will provide administrative assistance for purchasing equipment and supplies, as well as hiring student assistants. Travel associated with research will be managed by the researcher's home department, unless other arrangements are made in advance.

Allowable expenditures may include:

- Faculty stipends
- Student funding (*students must be paid hourly and cannot work more than 20 hours per week*)
- Travel for field work and/or presentations related to the funded project (*see **COVID-19 CONSIDERATIONS** section for important information*)
- Materials, equipment and other expenses directly related to the funded project (*include quotes, including shipping costs, for all major purchases that are greater than \$1,500*)
- Publication fees associated with the funded project (*requires approval from dean's office*)

Funds will become available to faculty on Monday, Jan. 4, 2021 and the deadline for all expenditures is Friday, Dec. 10, 2021.

EVALUATION CRITERIA

All proposals will be evaluated by a committee comprised of UNF faculty, which may include members of the Environmental Center Executive Board, former Seed Grant recipients and additional ad hoc faculty members as necessary.

Please note, the Environmental Center strives to ensure the evaluation committee has diverse discipline representation and there is a distinct possibility that faculty outside your discipline will review the proposals. **Therefore, applicants are reminded and encouraged to use language that can be understood by a diverse audience.**

General Policies and Guidelines (REQUIRED):

For a proposal to be considered, it must conform to the general policies and guidelines as outlined in this application, including:

- Applications include **all required** sections and information
- Principal investigator did not receive a Seed Grant in 2019 or 2020

- Faculty have successfully completed all requirements of past grants
- Research team includes a tenured or tenure-earning faculty member
- All expenses are allowable (*contact Environmental Center for questions*)
- The total expenditures requested, including fringe benefits, shipping and other incidental charges, do not exceed the grant maximum

Proposal Evaluation Criteria

Each proposal will be reviewed on the following criteria:

- Addresses one or more of the Environmental Center priorities:
 - Rivers, coasts and springs
 - Parks, preserves and nature contact
 - Sustainability and climate resiliency (e.g. health, social, economic and environmental)
- Clear statement of purpose or research question, goals and objectives
- Rational and need of study is clearly described
- Clear methodology, plan of work or project design
- Reason to believe that the project will be successfully completed within timeline provided, including the consideration of possible delays due to COVID-19
- Significance of the proposed study to the discipline and to society
- Potential of project and faculty to attract additional external funding, including the past success of the applicant(s) in obtaining internal and external funds (*committee will review attached CVs for funding history*)

Proposal Priority

Priority will be given to proposals that include:

- Faculty who **have not** previously receive Seed Grant funding
- A Northeast Florida regional focus
- Junior tenure-track faculty
- Interdisciplinary focus with team members representing different disciplines
- Paid opportunities for undergraduate and/or graduate students
- Purchasing supplies and equipment for use in continued research
- Utilize services from UNF research centers (e.g., Materials Science and Engineering Research Facility, Public Opinion Research Laboratory, etc.)

REQUIRED FORMAT FOR PROPOSALS

Document must be 11 point or larger font, double-spaced and one-inch margins.

Section 1: Cover page – Proposal name with PI and Co-PI contact information

Section 2: Proposal abstract – Abstracts should be 150 words or less.

Note: Abstracts will be published on the Environmental Center website, annual report, etc. Thus, it is recommended that the abstracts be written for a general audience and not include any proprietary information or intellectual property the authors do not wish to publicly disclose.

Section 3: Proposal narrative – Maximum of five pages (*not including references*)

- Section 4: Proposal timeline** – Maximum of one page
- Section 5: COVID-19** – Describe how your proposed project might be negatively impacted by the COVID-19 pandemic and any plans you have to mitigate possible impacts (*review the COVID-19 CONSIDERATIONS section*).
- Section 6: Proposal budget** – Include a budget narrative (*review the ALLOWABLE EXPENSES section*).
- Section 7: Letters of support (Optional)** – Letters can come from department chair, dean, community partner or others.
- Section 8: Curriculum vita of lead author**
- Section 9: Signed acknowledgement form**

POST-AWARD REQUIREMENTS

Faculty who accept Seed Grant funding must agree to the following terms. Future Seed Grant applications ***will not be considered*** if the requirements are not met on previous grants.

Faculty Research Fellow

All UNF faculty listed on the Seed Grant application will be recognized as an Environmental Center Faculty Research Fellow for a term of three years following the acceptance of the grant.

As a Faculty Research Fellow, faculty are encouraged to:

- Promote the impact of the Seed Grant program to the university community
- Participate in Environmental Center activities and programs

Marketing and Promotion

The Environmental Center works hard to raise external funding to support the Seed Grant program and faculty research. Publicizing the impact of the Seed Grant program, both on and off campus, is critical to attracting additional resources and supporting this program. We need your help to accomplish our goal!

All Seed Grant recipients are required to:

- Acknowledge support by the Environmental Center in all publications, presentations, media releases and interviews related to the funded project
- Advise the Environmental Center about any proposals, grants or publications resulting from this funded project
- Provide a headshot of all faculty and students involved in the funded project (*a photographer can be provided if requested*)
- Participate in a photoshoot with professional photographer that highlights the research and any student involved with the funded project

Presentation

In the past, recipients were required to attend the Environmental Center's faculty social in the fall semester and provide a short presentation on the funded project. Due to COVID-19, this

requirement will be changing and instead faculty will provide a recorded presentation or short video about the project. If a faculty social is held in the fall, recipients will be required to attend the social but not give a presentation.

More details about the videos will be provided, but in general videos should:

- Be approximately 5 minutes in length (*no more than 7 minutes in length*)
- Final submission should be in .mp4 format
- Feature faculty and students involved with the project
- Discuss the funded research project and its significance to the discipline and society
- Provide update on the current status of the research, including any preliminary findings
- Discuss any plans to continue the research

Written Report

A final written report, including photos, is due no later than Sunday, Jan. 30, 2021, unless granted an extension by the Environmental Center in advance. Reports should be submitted electronically in PDF format to the Seed Grant coordinator.

Document must be 11 point or larger font, double-spaced and one-inch margins.

Section 1: Cover page – Grant title and contact information of research team

Section 2: Executive summary – Summaries should be 150 words or less.

Note: Executive summaries may be published on the Environmental Center website, annual report, etc. Thus, it is recommended that the summaries be written for a general audience and not include any proprietary information or intellectual property the authors do not wish to publicly disclose.

Section 3: Report narrative – Expanded report that should clearly describe results directly attributable to the grant. The final report can be formatted as a manuscript for publication and should include the following sections:

- Introduction (*this can come from grant proposal*)
- Methods (*this can come from grant proposal*)
- Results. Please include both narrative text and graphs and tables (*if results are not processed yet, please describe. Discuss the important indicators of success and progress of the project*).
- Discussion and Implications

Section 4: Future Plans – Describe plans for publication, presentation, and or funding.

Section 5: Acknowledgments – Include the acknowledgment that will be included on subsequent dissemination efforts. Make sure to include that the University of North Florida's Environmental Center was the funding source.

Section 5: Photos (optional) – Include attachments of any related photos. Any photos included in the report should also be submitted as separate .jpg files.

ENVIRONMENTAL CENTER SEED GRANT APPLICATION SIGNATURE ACKNOWLEDGEMENT FORM

Completed applications, including the signed **ACKNOWLEDGMENT FORM**, must be received electronically in PDF format by the Environmental Center **no later than Sunday, October 25, 2020 at 11:59 p.m.** *Late or incomplete submissions will not be considered for funding.*

Proposal title: _____

Principal Investigator Name: _____

Department and College: _____

E-mail: _____

Phone number: _____

Clearances (if applicable, check all that apply and provide status and permit information if applicable)

Human subject protection: _____ IRB Submission #: _____

Animal experimentation: _____ IACUC Submission #: _____

Institutional Biosafety: _____ Permit #: _____

Radioactive material: _____ Permit #: _____

Other Permits: _____ Permit #: _____

By signing this document, I acknowledge that I have read the application guidelines and agree to its terms.

Principal Investigator Signature

Date

The Environmental Center will complete the section below:

Received By: _____

Date proposal received: _____

Dates letter from Chair and Dean (optional) received: _____