The primary goal of the Faculty Seed Grant program is to provide support for research and creative projects that will lead to proposals submitted to external funding agencies.

**APPLICATION PROCEDURES**

* Two application periods - October for spring semester awards; March for fall semester awards
* Application available for download on ORSP website; deadlines are posted on the ORSP website
* Email completed application to [orsp@kean.edu](mailto:orsp@kean.edu) with “Faculty Seed Grant” in subject line

**ELIGIBILITY and GUIDELINES**

* All full-time faculty with a home location on one of the Kean USA campuses are eligible to apply. Applicants must discuss their proposal with their ED or Chair first, and/or with the Dean, before submission.
* Only one application per cycle as lead faculty is allowed
* All funds must be used in the semester they are awarded
* Funds may be used to support research, creative activity, or course improvement
* (1) award per year per faculty
* (2) awards or $2,500, whichever comes first, in a 3-year period

**AWARD AMOUNTS**

* Requests should not exceed $1,500
* In special circumstances, with justification, amounts up to $2,500 may be requested
* No awards over $2,500 will be made

**EXAMPLES OF ALLOWABLE COSTS**

* Equipment, materials and supplies
  + Note: equipment purchased with seed grant funding is the property of the University
* Specialized software and databases
* Student support for research purposes
* Travel to conduct primary research

**NON-ALLOWABLE COSTS**

* Conference travel or registration fees
* Faculty salary or overload
* Organization membership fees
* Publication fees
* Meals/reception
* Retroactive charges for expenditures incurred prior to award approval

**REVIEW PROCESS**

* Ranking by Deans, final decisions by Provost
* All decisions made within one month of application close