

FACULTY SEED GRANTS

PROGRAM DESCRIPTION AND GUIDELINES

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 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