



Seed Grant/Venture Capital Fund

Application Guidelines

Purpose

The purpose of the University's **Seed Grant/Venture Capital Fund Program** is to provide support for the development of projects and programs that have the potential to attract substantial external grant support to the University. The University's **Seed Grant/Venture Capital Fund Program** will provide financial support for projects and programs which further any one or more of the University's basic missions—education, research and/or public service. Interdisciplinary and collaborative efforts are especially encouraged. Recipients of support from this internal grant competition will be required to submit an external grant application within six months following the period for which support is received. All full-time faculty and administrators are eligible to apply for Seed Grant/Venture Capital Fund support. Faculty who receive University Summer Stipends Grant Awards remain eligible to receive support from the **Seed Grant/Venture Capital Fund Program**.

Amount of Awards

Individual awards will generally not exceed \$5,000 per twelve-month award period with a maximum of \$10,000 to be awarded to any one recipient or project during the year. Salary support will generally not be provided for faculty or administrators. Salary support at an hourly wage may be requested for student employees; however, Graduate Fellowships and Assistantships will not be provided from this fund. Grant support may be used for supplies, small equipment purchases, consultant costs, travel directly relating to proposal development (e.g., to establish a collaboration or to meet with funding agency representatives) or other appropriate non-personnel costs.

How to Apply

Applicants are required to submit an application form, proposal narrative, and budget. A copy of the application cover form is provided with this announcement. An electronic version can be forwarded at your request. Please contact Adrianna Berlingerio at berlinga@stjohns.edu or extension 6276. Proposal narratives should be typed or word-processed and should not exceed 6 double-spaced pages. Proposals must contain the following:

Application Deadlines

Annual Cycle

Proposal due date:
May 1

Project Period:
June 1- May 31

If a proposal due date falls on a weekend, the actual due date will be the following Monday.

Requests for travel support may be submitted any time throughout the year. See special notes regarding travel requests.

St. John's University
Seed Grant/Venture Capital Grant Program

Application Form

Project Director/Principal Investigator:

If this is a collaborative proposal check here and provide, on the next page, the names of all faculty and/or university administrators participating in the proposed project. In all cases, one member of the project team must be designated as the project's main contact or spokesperson. That individual's name should be listed below.

Name

Department

College/School

Telephone & email

Project Title:

Project Period: June 1 – May 31

Total Amount Requested \$ _____

Note: A budget breakdown and budget Justification must be provided. Applicants are reminded that awards will generally not exceed \$5,000 per twelve-month award period.

Type of Project:

For what type of project or activity will you be seeking external grant support?

- Research Program/Curriculum Development
 Instrumental/Equipment Acquisition Community Service
 Other (please explain) _____

Proposed future funding source(s):

At conclusion of a University Seed Grant, to what organization(s) do you plan to submit your grant proposal?

Project Narrative:

Please provide a description of the work to be performed with funding provided from the University's *Seed Grant/Venture Capital Grant Fund*. In your discussion, please address how this support will help you in your efforts to secure external funding for continuation of your proposed project. The narrative should not exceed six double-spaced pages.

Additional University Personnel on Project (if any):

In case of collaborative proposals, please list the names of all additional faculty and administrators participating in the proposed project.

Name

Department/Office

College

Telephone & email

Name

Department/Office

College

Telephone & email

Name

Department/Office

College

Telephone & email

Seed Grant Suggested Budget Outline:

Please provide a brief budget justification below

Salaries and Wages: _____

Fringe Benefits: 8% of student worker salary _____

Consultants: _____

Supplies: _____

Travel: _____

Other: _____

Budget Total (not to exceed \$5,000): _____