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 to be awarded to any one recipient or project during the year. Salary support will 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

A copy of the application cover form is provided with this announcement. An electronic version can be forwarded at your request. Proposed narratives should not exceed 6 double-spaced typed pages. Proposals must contain the following:

a) Goals and Objectives (both should be made distinct)

b) Projected Deliverables

c) Projected outcomes –including how this support correlates to the grant or fellowship proposal that will be submitted to an external agency.

d) An indication as to how this proposal is significant to the department/division’s need and the faculty members plan for growth and development.

e) Budget/Budget Justification

f) Identification of the agencies, foundations or other organizations to which external requests for grants or fellowships will be made at the conclusion of the University grant.

g) List of published manuscripts in past three years as well as grant proposals submitted and grants awards received all within the past three years.

Application Deadlines

Annual Cycle

Proposal due date: May 8

Project Period: June 1- May 31

If a proposal due date falls on a weekend, the actual due date will be the following Monday.
New Investigator is defined as a faculty member/employee within their first two years of employment at SJU and has no current external grant funding. Please mark the box on the application if applies.

Application Submission

Applications should be submitted electronically in PDF format to Jared Littman, littmanj@stjohns.edu and/or Adrianna Berlingerio, berlinga@stjohns.edu or you may call x 6276 for assistance.

Application Deadlines

The University’s Seed Grant/Venture Capital Fund operates in an annual cycle.

Annual Cycle  
Funding period June 1 - May 31  
Applications should be submitted by Friday, May 8th, 2015.*

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

Criteria

Strength of Research Proposal 40%  
Published manuscripts past three years 30%  
Grant proposals submitted past three years 20%  
Grants received past three years 10%

The selection committee will make the decision regarding the conferral of the award and communicate it to the applicant by June 1, 2015.

Final Report

If awarded, a final report is required to be submitted to the Office of Grants and Sponsored Research by June 30th, 2016 (attention of Jared Littman at littmanj@stjohns.edu).

The report should be five (5) pages maximum.

This report must include a summary of progress made toward the achievement of the originally stated objectives, a summary of results (positive or negative), and a list of publications. It must also address how these outcomes will be used to strengthen the external grant or fellowship proposal listed in the original application.

Please list at minimum three external sponsors and programs to which you may be interested in applying.

Requests for Support of Travel

Applications for travel support may be submitted at any time. Persons seeking support for travel must clearly demonstrate that the proposed trip is directly related to an attempt to secure a grant. Travel to professional meetings is normally not permitted from this fund. Ideally, requests for travel support should be made at least six weeks prior to the proposed travel. If such lead-time is not possible, an explanation should be provided in the body of the proposal.
**External Proposal Submission Requirements**

Seed grant recipients will be required to submit an external application within six (6) months (December 15th) following the period for which support is received.

- The minimum external proposal funding request must be **$25,000**.
- The external proposal can be submitted to a federal, state or private sponsor. Please contact the OGSR for assistance in identifying applicable funding opportunities.
- **Letters of Inquiry, Pre-Proposals and Sub-Contracts** do not apply to the external proposal mandate, and will not satisfy the applicant's institutional obligations to submit a complete proposal to a federal, state, or private sponsor.
- Each awardee must bear a lead Project Investigator (PI) designation on their external proposal. A Co-PI status is non-eligible.
- If the mandated requirements are not met, you will be ineligible to apply for Seed Grant/Venture Capital Fund for the next three (3) academic years.
St. John’s University
Seed Grant/Venture Capital Grant Program

Application Form-FY 2016

Project Director/Principal Investigator: □ New 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.

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 and should be included with this application.
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.

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Seed Grant Suggested Budget Outline:

*Please provide a brief budget justification below*

- Salaries and Wages (students): ________________
- Fringe Benefits: 8% of student worker salary  ________________
- Consultants: ________________
- Supplies: ________________
- Travel: ________________
- Other: ________________

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