

Seed Grant/Venture Capital Fund

Application Guidelines for Fiscal Year 2020

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 missions—education, research and/or public service. This fund encourages submissions of projects and programs that support the University’s efforts to promote diversity, equity, and inclusion.

Recipients of support from this internal grant competition will be required to submit an external grant application within nine (9) 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 (Maximum 40% of the total award- including fringe benefits); 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. (Travel funds will be approved by OGSR during post award process.)

How to Apply

A copy of the application cover form is provided with this announcement. Proposed narratives should not **exceed six (6) double-spaced** typed pages. Proposals must be written in conformance with the following order:

1. Specific Aims
2. Research Design and Methods
3. Projected outcomes –including how this support correlates to the grant proposal that will be submitted to an external agency.
4. An indication as to how this proposal is significant to the department/division’s need and the faculty members plan for growth and development.

Application

Application

Deadlines

Annual Cycle

Proposal due date:

**April 15, 2019**

Project Period:

**June 1, 2019- May 31, 2020.**

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

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.

1. Budget/Budget Justification
2. Identification of the agencies, foundations or other organizations to which external requests for grants will be made at the conclusion of the University grant.
3. List of published manuscripts in past three years as well as grant proposals submitted and grants awards received all within the past three years (this list is in addition to the six page limit).

A **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 applicable.

Application Submission

Applications should be submitted electronically in PDF format to Jared Littman, [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu) and/or Adrianna Berlingerio, [berlinga@stjohns.edu](mailto:berlinga@stjohns.edu).

Deadline: **Monday April 15, 2019**\* (11:59 PM).

**Application must be complete and requires the signature of your departmental Chair by the application deadline.**

Application Deadlines

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

**Annual Cycle** Funding period June 1, 2019 - May 31, 2020.

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

**Criteria**

Strength of Research Proposal 50%

Published manuscripts past three years 30%

Grant proposals submitted past three years 15%

Grants received past three years 5%

The selection committee will make the decision regarding the conferral of the award and communicate it to the applicant by **June 1, 2019**

**Final Report**

If awarded, a final report is required to be submitted to the Office of Grants and Sponsored Research (attention of Jared Littman at [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu)) as well as your department Chair by **June 30th, 2020.**

The report should be five (5) single-spaced 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 a maximum of three external sponsors and programs to which you will be applying.

Requests for Support of Travel

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. **All travel related expenses must be submitted via Concur no later than March 1, 2020**.

**External Proposal Submission Requirements**

Seed grant recipients will be required to submit an external application no later than **November 30,2020** following the period for which support is received.

* The minimum external proposal funding request will be noted in the recipients terms and conditions.
* While indirect cost recovery is strongly encouraged, due to the nature of some academic research projects OGSR recognizes IDC cannot be evenly recouped on all departmental submissions (Discuss with the OGSR).
* 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, Individual grants and Pre-Proposals 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 Principal Investigator (PI) designation on their external proposal. A Co-PI status is non- eligible.
* An applicant can serve as the primary Project Director/Principal Investigator on external proposal subcontracts listing St. John’s University as a secondary , provided that the PI recipient agrees to a Direct Costs minimum (to be determined) that will be noted on their award terms and conditions. Indirect Costs must also applied.
* If the mandated requirements are not met, you will be ineligible to apply for Seed Grant/Venture Capital Fund as well as all other internal grant programs for the next three (3) academic years.
* Salary support at an hourly wage may be requested for student employees (Maximum 40% of the total award- including fringe benefits).

**TIMELINE**

* Applications must be submitted by **April 15, 2019.** Applications must be complete and require the signatures of your departmental Chair by the application deadline.
* The selection committee will make the decision regarding the conferral of the award and communicate it to the applicant by **June 1, 2019.**
* Project Period: **June 1, 2019- May 31, 2020.**
* A final report is required to be submitted to the Office of Grants and Sponsored Research as well as you department Chair by **June 30th, 2020.**
* Seed grant recipients will be required to submit a proposal to an external sponsor **no later than November 30,2020.**
* External grant proposals can be submitted between January 25th, 2020 through November 30, 2020.

St. John’s University

Seed Grant/Venture Capital Grant Program

Application Form-FY 2020

**Project Director/Principal Investigator:** **New Investigator (Guidelines, P.2)**

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, 2019 – May 31, 2020

**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? (Check all that apply)

Research  Program/Curriculum Development

Instrumental/Equipment Acquisition  Community Service Diversity, Equity, and Inclusion

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** ( list of published manuscripts is excluded from count)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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (students): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fringe Benefits: 8% of student worker salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

University Personnel Required Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Principal Investigator) Department/Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Telephone & email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Co-PI) Department/Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Telephone & email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Chair) Department/Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Telephone & email