



# ST. JOHN'S UNIVERSITY

## SEED GRANT/VENTURE CAPITAL FUND Application Guidelines for Fiscal Year 2025

### 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 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 submission 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 support. Faculty who receive University Summer Stipends grant awards remain eligible to receive support from the Seed Grant Program.

### Amount of Awards

Individual awards will generally not exceed \$5,000 per fiscal year period (12 months- 6/1- 5/31) 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 calculated at 8% total student personnel S&W); however, requests for Graduate Fellowships and Assistantships will not be accommodated. 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 the OGSF during the 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:

- a) Specific Aims
- b) Research Design and Methods
- c) Projected outcomes-including how this support correlates to the grant proposal that will be submitted to an external agency.

- d) An indication as to how this proposal is significant to the department’s need and the faculty member’s plan for growth and development.
- e) Budget/Budget Justification: All applications must be accompanied by a fully detailed budget justification itemizing supplies and small equipment purchases, alongside a statement as to how they will be utilized in specific support of this project. Please provide vendor quotes if applicable.
- f) Identification of the agencies, foundations or other organizations to which external requests for grants 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 grant awards received all within the past three years (this list is distinct from the six page limit and is not required for adherence to the six page limit).

## 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 3, 2025**.

A New Investigator is defined as a faculty member/employee within their first two years of employment at St. John’s and has no current external grant funding. Please mark the box on the application if this designation is applicable.

## Application Submission

Applications should be submitted electronically to the Form Stack.

Deadline: **Friday, February 2, 2024 (11:59 pm)**

**Application must be complete and requires the signature of your department Chair at the time of submission prior to the deadline.**

## Application Deadlines

The University’s Seed Grant/Venture Capital Fund operates on an annual cycle: **June 1, 2024–May 31, 2025**.

### Criteria

Strength of Research Proposal	50%
Published manuscripts in past three years	30%
Grant proposals submitted in past three years	15%
Grants received in past three years	5%

The selection committee will make the decision regarding the conferral of the award and communicate to the applicants by **February 23rd 2024** .

## Final Report

If awarded, a final report is required to be submitted to the Office of Grants and Sponsored Research to the attention of Elenora Levin, [levine@stjohns.edu](mailto:levine@stjohns.edu) as well as your department Chair by **June 30, 2025**.

The report should be five (5) single-spaced pages maximum and should 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.

## External Proposal Submission Requirements

Seed grant recipients will be required to submit an external application no later than **November 30, 2025** following the cycle for which support is received.

- The minimum external proposal funding request will be noted in the recipient's terms and conditions (which will be provided after awards are issued to applicants).
- Full 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; thus IDC recovery will be determined on a case to case basis (discuss prior with 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 (collaborating) institution, provided that the PI recipient agrees that a Direct Costs minimum (to be determined) be afforded to the University. Indirect Costs must also be 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 only be requested for student employees (maximum 40% of the total award-including fringe benefits).

**St. John's University**  
**Seed Grant/Venture Capital**  
**Fiscal Year 2025**



**Grant Program Application**

<b>Project Director/Principal Investigator</b>	
<b>Department</b>	

**New Investigator** (< 2 years of SJU employment with no external funding) Please bold Yes or No.

Yes

No

<b>College/School</b>	
<b>Email Address and Extension</b>	

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

**Project Period: June 1, 2024 – May 31, 2025**

**Total Amount Requested:** \$ \_\_\_\_\_ A budget breakdown and justification may be provided on the next page.

**Type of Project:**

For what type of project of activity will you be seeking external grant support? (Check all that apply)

- Research
- Community Service
- Diversity, Equity and Inclusion
- Program/Curriculum Development
- Instrumental/Equipment Acquisition
- Other (Please explain below)

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**Proposed future funding source(s):**

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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/attached with this application. The list of published manuscripts is excluded from the six page count.

**Additional University Personnel on Project (if any):**

For collaborative proposals, please list the names of all additional faculty/administrators participating in the proposed project.

<b>Name</b>	
<b>Dept./Office/College/Email Address</b>	

<b>Name</b>	
<b>Dept./Office/College/Email Address</b>	

<b>Name</b>	
<b>Dept./Office/College/Email Address</b>	

**Seed Grant Suggested Budget Outline:**

*Please provide a budget justification (Kindly attach to the proposal)*

Student Wages: \$ \_\_\_\_\_  
 Fringe-8%: \$ \_\_\_\_\_  
 Consultants: \$ \_\_\_\_\_  
 Supplies: \$ \_\_\_\_\_  
 Travel: \$ \_\_\_\_\_  
 Other: \$ \_\_\_\_\_  
**Total (not to exceed \$5,000)** \$ \_\_\_\_\_

**University Personnel Required Signatures:**

<b>Name (Principal Investigator)</b>	
<b>Dept./Office/College/Email Address</b>	
<b>Signature</b>	<b>X</b>

<b>Name (Co-PI)</b>	
<b>Dept./Office/College/Email Address</b>	
<b>Signature</b>	<b>X</b>

<b>Name (Chair)</b>	
<b>Dept./Office/College/Email Address</b>	
<b>Signature</b>	<b>X</b>

<b>Name (Dean)</b>	
<b>Dept./Office/College/Email Address</b>	
<b>Signature</b>	<b>X</b>