Purpose

The purpose of the University's **Seed Grant/Venture Capital Fund Program** is to provide support <u>for the development of projects and programs that have the potential to attract substantial external grant support</u> 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:

> (1) a general discussion of what you intend to accomplish within the period of the Seed Grant/Venture Capital fund; and, specifically, *how it contributes to the major external grant proposal that you plan to submit;*
> (2) the importance of, or need for, the proposed program or project;
> (3) Identification of those agencies, foundations or other organizations to whom an external grant request will be made at the conclusion of the University grant.
> (4) A budget and budget justification. See last page of this application for a suggested budget outline.

Application Deadlines

<u>Annual Cycle</u>

Proposal due date:
May 12

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.

Applications should be submitted to Mr. Jared Littman, Director, Office of Grants and Sponsored Research, Newman Hall, Suite 108. The Office of Grants and Sponsored Research is also available to assist in preparation of your project budget. Please call 2920 or email littmanj@stjohns.edu to request 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 Tuesday, May 12th, 2014***.

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

Final Report

If awarded, a final report is required to be submitted to the Office of Grants and Sponsored Research by **June 30th, 2015**. In this report, please list in detail the goals, objectives, and special activities identified in your proposal narrative and indicate whether or not the activities were completed and their outcomes. Second, address how these outcomes will be used to strengthen a proposal to one of the external agencies that you listed in your proposal.

List additional external agencies, if any, you think are possible funding for your proposal.
(2 page maximum)

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 following the period for which support is received.

- ➢ The minimum external proposal funding request must be **$10,000**.

- ➢ 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

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 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: _____

Fringe Benefits: 8% of student worker salary   _____

Consultants: _____

Supplies: _____

Travel: _____

Other: _____

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