**College of Liberal Arts *Seed Grant* Application**

***CLA Seed Grant*** supports CLA faculty efforts to pursue external funding for scholarly & professional activity. ***CLA Seed Grant*** is jointly funded through F&A Recovery to CLA and the Office of Research Services.

**Eligibility:**  Applicants must be faculty members of the College of Liberal Arts and eligible to serve as Principal Investigator at time of application[[1]](#footnote-1). Individuals are limited to one application and one award at a time.

**Maximum Amount per Grant: $1,000**

**Allowable Expenses:**

* Reassign time (during the academic year)
* Travel Funds related to external funding applications (e.g. to visit potential sponsors)
* Student or hourly assistants (student involvement is strongly encouraged)
* Supplies, expendable equipment, or software
* Other expenses critical to development of a successful external support proposal

**Conditions:** Grantees will be required to provide brief monthly progress reports to CLA and to submit at least one major proposal (> $50,000) to an external funding source within one year of award. Failure to submit a major proposal will result in the PI becoming ineligible to receive any CLA funding for research or travel.

**How to Apply:**  There is no application deadline. Applicants are required to meet with Samantha Cantrell, Office of Research Services prior to submitting an application to discuss the proposed sponsored project and the activities for which *CLA Seed Grant* funds are requested. Dr. Cantrell can be contacted at [Samantha.Cantrell@mtsu.edu](mailto:Samantha.Cantrell@mtsu.edu), or 615-494-8751.

Applicants **must submit via email** to [CLA@mtsu.edu](mailto:CLA@mtsu.edu), Subject: Seed Grant Request, the following:

1. a brief cover letter (two-page limit) describing the activities for which *CLA Seed Grant* funds are requested and a detailed budget for requested *CLA Seed Grant* funds; and
2. a complete, signed Sponsored Project Description (pages 2 and 3 of this document).

**Notification of Award and Use of Funds:** Applications will be evaluated by the Dean’s office and the Office of Research Services. Applicants will be notified of the outcome of the evaluation within 15 business days of submission. All funds must be used within one year of the award notification, after which unexpended funds will revert to the *CLA Seed Grant* funding sources. In the event that a *CLA Seed Grant* recipient separates from the University prior to completion of the funded activity, unexpended funds will revert to the *CLA Seed Grant* funding sources.

**Sponsored Project Description**

Describe the project for which external funding will be sought.

Project Title:

Principal Investigator:

Co-PI(s):

Potential External Sponsors:

Sponsor Funding Program Submission Date

Describe in the space provide, the proposed sponsored project, including prior work and outcomes by the PI in this area; objectives, planned activities and outcomes of the proposed project; anticipated start date and duration; and why you believe the proposed project will be of interest to the sponsor(s) named above.

Provide estimated costs of the proposal project (applicants will not be held to these amounts, but please be as accurate as possible in your estimate):

* Amount to be sought from external sources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* MTSU Matching funds or Cost-share \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated source of match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* In-kind contributions (including reassign time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated source of in-kind: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Indirect Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Project Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe resources necessary to complete the proposed project, including personnel time, equipment and technology, travel, scape and facilities, etc.

**Signatures**

Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Chair or Director\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

\*\* Signature indicates your willingness to support the proposed sponsored project if funded, including reassign time, appointment of adjunct lecturer, and other departmental resources as described in this application.

1. Tenured/Tenure Track Faculty, Clinical Faculty, Research Faculty, Chairs and Deans [↑](#footnote-ref-1)