

**Costello College of Business**  
**2024-2025 Seed Funding for Grant Proposal Preparation for Tenure-track  
and Tenured Faculty**

**Purpose and Eligibility**

This seed grant program for School of Business tenure-track and tenured faculty is designed to support efforts related to the preparation of a grant proposal involving extramural funding for research. As envisioned, it should promote data collection or the development of additional capabilities which will lead to acquisition of sustainable future extramural research funding. Both would serve to enhance future research productivity. Specifically, eligible recipients receiving an award are expected to show progress toward an externally funded submission within the fiscal year in which funds are received.

**Grant Proposal Seed Funding Details**

Awards are made on a case by case basis and typically would be limited to an initial request for funds up to \$2,500. Subject to progress made, future awards of this amount may be forthcoming upon request. The research funding can be used to support research activities as allowed by the state, such as travel, data, student researchers, etc. See Application Materials, Section E. c., cost justification.

**Application Submission Process and Deadline**

All application materials for the grant proposal seed funding program should be submitted as **ONE PDF** to the Senior Associate Dean, Faculty Affairs and Research, Cheryl Druehl (cdruehl@gmu.edu), with the email subject line "Seed Funding Application." *The application for seed money should be made in respect to the submission deadlines set by the potential funding source, usually 6 months or more in advance of sponsor due date.*

**Rolling Submissions**

Application materials can be submitted over the course of the 24-25 fiscal year at any time after June 1, 2024. However, the funds will have to be used during this time period, following state rules and fiscal deadlines.

**Review Criteria**

- A. Experience and training in academic research and research methods
- B. Prior scholarly accomplishments including a strong track record of research publications
- C. Quality/completeness of written application, especially relative to making a compelling case that the proposed research would fit well with the potential sponsors mission or program objectives
- D. Strength of plan for potential collaborations (this could include other SBUS faculty, Mason faculty more generally or business partners)
- E. Evidence of seeking or of receiving extramural funding in the past if appropriate (Section G)

**Application Materials**

A prospectus must be submitted (a formal summary of the proposed project) using Section Headers for each element. Refer to maximum page limits for each section.

- A. Academic/Scientific Merit (1-2 single-spaced pages)
  - a. Provide a brief background of the research and research question(s)
  - b. Describe how the proposed work builds on your expertise and fits into your research program
  - c. Address how your research question(s) will advance knowledge in business related disciplines
  - d. State how the project may have the potential to have an impact on policy, practice or civil society
- B. School of Business Alignment (1 single-spaced page)
  - a. State how the project will advance the school's research reputation. Refer to the School's strategic plan and priorities where appropriate
- C. Brief Summary (1 single-spaced page) to date of work already done on the research to be funded (e.g. literature review, pilot results, contact with potential funders, etc.)
- D. Potential collaborators (1 single-spaced page)

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- a. Provide a statement of intent to collaborate with others on the seed grant work or on the preparation of the proposal itself
- E. Seed grant particulars (2 single-spaced pages)
  - a. Amount of funds being requested
  - b. Detailed statement of how seed funds would be used to promote the preparation of a proposal
  - c. Cost justification for use of funds (e. g. statement of prevailing materials costs, transcriptions costs)
  - d. Timeframe for the use of seed funds
- F. Plan for the submission of an application for external funding (2 single-spaced pages)
  - a. List target agency/organization/foundation for application (private or government funding are eligible) and provide a specific URL for one or more funding opportunities including due dates for each.
  - b. Briefly describe why you think that your research idea would fit well with the agency/funder's mission or call for proposals
  - c. Provide an outline of the research project budget with the emphasis on the specific use of external funds if they would be forthcoming (e.g. personnel, research materials, travel, etc.).
- G. Current Curriculum Vitae (up to 5 pages)
- H. Statement of support from Area Chair (1 page) submitted directly to the Senior Associate Dean, Faculty Affairs and Research, Cheryl Druehl (cdruehl@gmu.edu). Area chairs are eligible and, if applying, should have a senior colleague provide the support letter.

### **Deliverables If Awarded**

Send email with attached **PDF** directly to the Senior Associate Dean, Faculty Affairs and Research and/or Associate Dean of Research, for below list of deliverables. Terms and conditions will be outlined in the notice of award including the following:

Within six months (1 page):

1. Expenses update 6 months or May 1<sup>st</sup>, whichever is earlier, after award date
2. Plan update to expend remaining funds if funds remain after 6 months or May 1<sup>st</sup>, whichever is earlier
3. Status update on submissions

Within academic year (2 pages):

1. List of externally sponsored proposals submitted
2. Report of project and future sponsored research plans\*

### **Selection**

The Dean will award Grant Proposal Seed Funding, using recommendations of the Senior Associate Dean, Faculty Affairs and Research and/or the Associate Dean of Research.

### **Period of the Award**

Funds should be used within the fiscal year in which the award is made. Funds not expended will be forfeited.

### **Eligibility**

- Tenure-track and tenured faculty members on 9- or 12-month contracts are eligible, contingent on continued employment.
- A faculty member who receives Grant Proposal Seed Funding is required to remain a full-time employee of the University for at least one academic year after the conclusion of the award period.

\*Details concerning final report will be provided to award recipients at a later date.