

Dean's College Seed Fund, 2022-23

The College of Journalism and Communications at the University of Florida provides seed funds that will lead to sponsored proposals to support original communication(s) scholarship, applied research, and creative activities of full-time faculty in the college. Collaborations between tenure-track or tenured faculty and non-tenure-track faculty and staff are encouraged.

Objectives

This fund's objective is to stimulate original communication(s) scholarship, applied research, and creative activities that lead to the pursuit of sponsored research funding. In other words, think of this proposal as a pilot study for seeking external funding. Results of proposed projects must contribute to theory or practice in communication(s) scholarship, community-based communication(s) improvement, or creative work. Proposals from individual tenure-track faculty must "demonstrate high standards of relevance to the faculty member's current communication(s) research, continuity, significance, innovativeness, and accomplishment." Proposals for applied research must include collaboration between tenure-track faculty and non-tenure track faculty or staff.

Eligibility

All full-time permanent faculty members of the College of Journalism and Communications are eligible. All other full-time employees of the college are eligible to apply in collaboration with tenure-track faculty. Faculty members must be on summer appointment to incur research expenses on these funds.

General Information

1. **Deadline: All proposals are due on Nov. 14, 2022 by 5:00 p.m.** Please submit the proposals by email to Marcia DiStaso at mdistaso@ufl.edu and David Hoffman at hoffman.david@ufl.edu. Late proposals will not be accepted.
2. **Amount:** The total amount available is \$25,000. Awards typically range from around \$2,000 to \$6,000.
3. Cooperative proposals from several faculty members are permitted. However, each faculty member may only be awarded funds for a maximum of one project.
4. Collaborations between professionals and scholars are encouraged.
5. Applied research is also encouraged.
6. Proposals will be distributed to Research Committee members for review.
7. Please leave enough time to fully develop your proposal and work with a mentor and the grants support staff.

The Proposal

Please include the components listed below. Missing items might result in a negative evaluation. Sample proposals from past applicants are available upon request.

The proposal for funding shall address each of the following items:

1. Cover page must include:
 - Project Title
 - Applicant Name(s)
 - Applicant Title(s)
 - Applicant Department(s)
 - Short Project Summary
2. Description of the project and its significance. Include a short relevant literature review including references, or equivalent background for applied research projects. If applicable, please specify the research questions and/or hypotheses.
3. Explanation of the work contribution to the applicant's long-term research/creative/professional career. If a new interest is being pursued, the applicant should demonstrate preparation for and long-range plans in the new area.
4. Timeline or plan of work, the proposed date of completion/submission/publication and your projected day of submitting the project report to the College (within three months of completing the project).
5. Potential sources of external funding and how the research or creative activity will lead to potential external funding. Please include the aims of the future grant proposals and hyperlinks to specific funding sources. Please work with Max Williams (mandomax@ufl.edu) to identify viable extramural sources and submission deadlines. Please include these planned submissions in your timeline.
6. Specific plan for publication/dissemination
7. Methodology/procedures
8. Description of the finished product/project
9. Proposed budget items (If there are other expenses not covered by the proposed budget, please identify how these financial needs might be met). Please list items in order of priority for funding.
10. If you have received a seed grant in the last three years, please list the external grant activities, publications, refereed paper presentations, competitions, or outcomes of applied research from the previously funded projects. Failure to achieve the goals of an earlier grant may result in reduced likelihood of future funding.
11. Collaborators and their roles in this proposal and subsequent funding proposals must be listed
12. Recent CV or resume for all collaborators
13. Proposal must be read and signed by either your mentor or someone you trust to have read through and provided feedback to your proposal. Also indicate that you have met with Max Williams, Director of Research Administration to review your proposal and plan for external funding submissions.
14. Please try to keep proposals, exclusive of CV or resume, to eight single-spaced pages or less.

Budgeting and Spending Requirements

- Budget items should be listed in order of priority for funding.
- Funds can only be used for direct costs, such as:
 - Travel
 - Summer salary
 - Student assistance
 - Programming time, statistical support, and data collection activities
- Applicants must include a written cost estimate for all requested services, when applicable
- Supplies and services normally available to faculty and staff should not be included in the budget as they will continue to be available if funds are awarded.
- The proposed budget should not include general-use equipment such as printers, laptops, and PCs. Specialized equipment necessary for specific projects may be proposed.
- Identify other funding sources if they are currently available for this proposed project (e.g., your co-author's funds or other grants).
- Please use the following hourly rates for budgeting of OPS student assistants so we can establish a comparable budgeting system: undergraduate students-\$12-15 per hour; master's students-\$15-21 per hour; Ph.D. students-\$20-41 per hour. Please check master's and doctoral student eligibility before assigning them.
- Faculty must be on a summer appointment with CJC if expenses or work will occur over summer. If no other summer appointment is planned, please budget salary in this proposal. Salary costs should include tuition waiver costs and the appropriate fringe rate of 31% faculty, 12.4% graduate assistant, 1.3% student OPS and 12.4% other OPS.
- Funds must be used for the activities detailed in the application.
- Funds are non-transferable.
- Funds must be used within the project period.

Review and Selection Process

Proposals will be reviewed on the following criteria by the CJC Research Committee. Based on the evaluations of the Committee, at a meeting of the full Committee, recommendations will be forwarded to the College dean for final approval. In the event a member of the Committee submits a proposal, the member shall be excluded from participating in the review process.

Criteria for Evaluating Proposals

Proposals will be evaluated based on the following criteria:

1. Intellectual merit and impact on the field, the profession, and/or the community
2. The originality of the proposed work
3. Likelihood that proposal may lead to external funding
4. Contribution to the applicant's long-term scholarship program or new interest being pursued
5. Likelihood of completion. The Research Committee will look with favor upon proposals from applicants having assigned research/creative/service time. Assigned time increases the probability of completion.
6. Special consideration will be given to proposals from untenured faculty including collaborative proposals involving untenured faculty.
7. Success in converting prior seed grants to publication, professional outcomes, and/or additional funding (only applies for those who have received prior seed funding).

Award Administration Information

- Award funds will be distributed as payment for expenses. All recipients must complete standard expense forms and submit necessary receipts to collect payment. All travelers must submit estimates for travel authorization requests (TAR) processing prior to their trips. Purchase of software to be used on personal computers is not allowed.
- Depending on the nature of the research, awardees must be in compliance with IRB, UF and any other applicable policies and regulations. Awardee projects involving human subject research must receive IRB approval so funds can be released and for human subject research activities to begin.
- Applicants receiving awards will be reminded of the reimbursement deadline at the end of the spring semester and are required to email back a brief status update of their projects to indicate that significant progress has been made or will be made by the deadline.
- The deadline to submit all receipts for reimbursement is August 31, 2023. No more spending will be allowed after this budget end date. Any unspent funds will be returned to the College at the end of the funding period. A no-cost-extension will only be granted if a result of force majeure or an exceptionally extraordinary circumstance.
- Awardees must submit a progress report at the end of the funding period. The progress report must briefly document the project's accomplishments and the PI's future plans for seeking external funding. The progress report should also include a financial summary of how the funds were expensed. The report must be submitted to both the Dean Brown and the Marcia DiStaso by September 29, 2023.

Successful Completion

Projects are expected to be presented at a refereed session of an academic conference, accepted for publication in a refereed journal, published in a book or monograph form, published in some other scholarly medium, and/or lead to external funding. Please note that all applicants who have received CJC seed funds in the last three years must document the outcome of their previous awards in the applications to be considered for new awards.

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