



**Clemson University Support for Early Exploration and Development Grant Program  
(CU SEED)  
2021 CALL FOR PROPOSALS**

**SUMMARY**

The **CLEMSON UNIVERSITY SUPPORT FOR EARLY EXPLORATION AND DEVELOPMENT GRANT PROGRAM (CU SEED)** provides two tiers of funding support to eligible Clemson faculty in either the completion of a scholarly project or product, or the initiation of research activities. *Priority consideration is given to faculty who may not have large start-up packages and/or significant financial research support and resources.* Activities can include:

**Tier 1: Completion**

- Revising and resubmitting external grant proposals.
- Finalizing peer-reviewed publications.
- Scholarly books or book chapters.
- Showing, as in the case of the visual and performing arts.

**Tier 2: Project Initiation**

- Establishing baseline data.
- Completing a phase of a research project that will lead to greater funding opportunities.
- Developing research partnerships.

**ELIGIBILITY**

Tenured or tenure-track faculty are eligible to submit proposals. An individual can apply as PI or Co-PI on only one proposal each year. Research faculty, extension faculty, clinical faculty, and research-focused professors of practice are eligible to apply.

Emeritus, adjunct, and visiting faculty, as well as postdocs, are not eligible to lead projects but may be included in research teams.

Past recipients of R-Initiative funding who did not comply with the terms of funding are ineligible.

**FUNDING AND REQUIREMENTS**

Funding is available in two tiers:

**Tier 1: Completion**

This category will fund projects up to \$5,000 with a one-year period of performance. The primary focus is on funding the completion of research and/or scholarly activities with a targeted product. A final deliverable can include a manuscript, book, piece of art, or other product that is appropriate to the faculty member's field of scholarship or a proposal resubmitted to an external funding agency (federal, state, or foundation).

**Tier 2: Initiation**

This category will fund project initiation awards up to \$10,000 with a one-year period of performance. A final deliverable must include a successfully submitted proposal to an external funding agency.

**Solicitation-Specific Guidelines:**

- Project dates are from February 1, 2021 to January 31, 2022. All funds must be expended by January 31, 2022. Any residual funds at the end of the project will be returned to the Division of Research.

**R-Initiative Requirements:**

- Funds may not be used to provide or supplement faculty salary. The requested total budget should be appropriate for the proposed project. Timeline **must** adhere to the project dates outlined in this call. Unnecessary inflation of requested budget may negatively impact the review.
- A Co-PI can be a non-Clemson employee, but no financial support will be provided outside of Clemson University.
- Funds can be used to pay **hourly** wages to undergraduate or graduate students. Support for other personnel may be allowable with proper justification.
- As needed, funds may be used for travel. However, domestic and international travel as part of the proposed work must have sufficient justification and budgetary details. Due to COVID-19-related travel restrictions, a waiver must be obtained for any proposed travel.
- Expenditure of these funds must follow State procurement guidelines. State money cannot be used for personal gain (i.e., books, recordings [CDs, DVDs, etc.]) by which the author receives ANY portion of funds directly.
- Projects are to follow Clemson University's [Intellectual Property Policy](#).
- Funds can be used to support scholarly activity related to the development of new teaching or Creative Inquiry techniques or practices but not for the actual teaching of a Creative Inquiry course.
- In the event the PI leaves the University during the life of the project, unspent funds will be returned to the Division of Research, and the project will be closed.
- No-costs extensions will not be issued under the Tier 1 competition. Only in extraordinary circumstances will a no-cost extension be considered in the Tier 2 competition. Second no-cost extensions will not be considered.

**ALLOWABLE EXPENSES**

- ✓ Course release (PI only)
- ✓ Equipment/facility access for data collection for the proposal
- ✓ Travel to engage program managers, meet with collaborators for proposal planning, or to conduct field work
- ✓ Organizing workshops or similar activities for the proposal team
- ✓ Limited and well-justified specialty analyses or testing by external parties for the proposal
- ✓ Materials/supplies for data collection for the proposal
- ✓ Incentives for participants
- ✓ Specialty software not available at the University
- ✓ Transcription expenses
- ✓ Proposal development staff/consultant/firm
- ✓ Hourly graduate student and postdoc stipends (only for well-justified, specific, project-related activities that clearly define how the student or postdoc will fit into the multidisciplinary team, what the student or postdoc will be expected to achieve, how this work is absolutely necessary for the success of the eventual external submission, and why

this work cannot be obtained without the student or postdoc funding from other mechanisms).

### **UNALLOWABLE EXPENSES**

- ✗ Faculty salary, except PI course release
- ✗ Funding requests for graduate research assistants (GRAD)
- ✗ Attending, organizing, hosting, and/or participating in conferences as the sole purpose
- ✗ Office furniture or equipment
- ✗ Computers or printers
- ✗ Laboratory renovations or upgrades
- ✗ Tuition remission
- ✗ Facilities and administrative (F&A) costs

### **DELIVERABLES**

Awards from the **CU SEED** program must be used for the purposes identified in the proposal by January 31, 2022. All awardees must submit a final report by May 31, 2022 and include a discussion of what was accomplished and how the project has or will contribute to the PI's larger body of work and future research and scholarship plans. The final report must be emailed to [rifunds@clemson.edu](mailto:rifunds@clemson.edu) with the subject line: LAST NAME\_2020 CU SEED\_FINAL REPORT.

Copies of books, book chapters, refereed articles, or other deliverables from the **CU SEED** projects must be provided to the Division of Research. In the case of visual or performance art, copies of brochures or other explanatory documents that describe and explain the work must also be provided to the Division of Research. In addition, deliverables should specifically contain acknowledgement of **CU SEED** funding as contributing to the realization of the product or project.

For Tier 2 projects, the final report must include a copy of the final submitted proposal to the sponsor.

Directions will be provided for delivery of products that are not conducive to uploading as e-files. In the case of books, an actual copy of the book must be provided.

Should R-Initiative funding result in publication(s), PIs must acknowledge the impact of R-Initiative funding. For example, "This project was funded in part by Clemson University's R-Initiative Program."

Awardees of R-Initiative funding are expected to present at the Research Symposium.

### **APPLICATION PREPARATION**

**Proposals that are not in compliance with the requirements and proposal instructions will be returned without review.**

Format all documents using 12-point Times New Roman Font, one-inch margins, single line spacing, and 8 ½ x 11-inch paper size.

Submit the proposal as a single PDF file with the following ordered sections:

**A. Cover Sheet [1 page]**

The official [R-Initiatives Cover Sheet](#) must be used and include:

- A clear and concise project title (CU SEED Tier 1: Project Title OR CU SEED Tier 2: Project Title),
- The names of the PI, all co-PIs, and any other senior personnel or key collaborators, including graduate and undergraduate students, should be listed along with departmental affiliations; additional personnel may be listed on a separate page if not enough space is provided in the cover sheet,
- Center affiliations, if applicable,
- Total budget amount,
- Indication of prior R-Initiative funding, and
- Anticipated deliverables.

**B. Proposal Description – Use the following headings: [3 pages]**

- Abstract
- Specific Aims
- Background and Significance: In addition to a description of the project's background and significance, include a brief discussion of the history of the project. If funded in the past, provide information about the funding source(s) and amount(s).
- Potential Impact of the Proposed Work: Summary of current instructional/research activities discussing how this project supports Clemson's strategic innovation clusters identified in [ClemsonForward](#); explain how the project relates to the PI's larger research and scholarship endeavors; and how it will further enhance the mission and reputation of Clemson University.
- Project Methodology
- Expected Results
- Timetable
- Deliverable(s)
- References/Bibliography/Works Cited (**not included in the page limit**)

**C. Budget [NSF or NIH Format] and Justification [2 pages]**

Provide a budget justification for all items requested. Cost share is not required. Institutional support should not be shown/included in the budget.

**D. Description of Start-Up Packages and Faculty Resources**

For a PI and Co-PIs who are new faculty (in the first three years of employment at Clemson), provide start-up package details, including a description of total amount, duration, current balance, number of graduate assistantship(s), travel funds, supplies, equipment, and other/discretionary funds provided as part of the hiring agreement.

For the PI and Co-PIs (regardless of hire date), provide balances of their incentive and revenue accounts.

**E. Current and Pending Support for PI and Co-PI(s)**

Include both internal and external sources. The applicant should provide project title, funding agency or CU program, project duration, total direct costs, total amount of the

award, role of PI or Co-PI on the project, one-sentence description of major goals of the project, and a statement indicating if there is any overlap with the current proposal. *This proposal should be listed under the pending section.*

#### **F. Biographical Sketches [2 pages]**

Submit **2-page** biosketches in NSF or NIH format for PI, and **all Co-PI(s), collaborators and key personnel.**

#### **TIMELINE**

October 1, 2020	Solicitation announced
November 18, 2020	Proposals due
December 14, 2020	Decisions announced

#### **SUBMISSION PROCEDURES AND DEADLINE**

All proposal documents, including electronic signatures, must be received by **4:30 p.m., November 18, 2020 in InfoEd. *Pls will contact their OSP Support Centers as they would normally do for an external submission.*** To ensure that all electronic signatures are received on time, **faculty are strongly encouraged to submit their final proposal documents for routing and electronic signature at least two business days before the deadline.** Only those proposals having completed the **InfoEd** routing process by the deadline will be reviewed.

#### **REVIEW PROCESS**

A review committee of Clemson University faculty will provide inter-disciplinary perspectives to evaluate the proposals and make funding recommendations to the Vice President for Research. External reviewers may be used, if needed. The proposal must be written in a clear and concise manner for a general audience. Avoid the use of jargon.

#### **Evaluation Criteria:**

- ✓ Feasibility of the proposed project and its significance to the discipline
- ✓ Potential for significant impact in keeping with Clemson's strategic innovation clusters
- ✓ Timeline is appropriate for project
- ✓ Project methodology is clear and concise
- ✓ Current funding for proposed project
- ✓ Current faculty resources and/or start-up packages
- ✓ Demonstrates a clear path to additional funding from external sources (for Tier 2-Initiation proposals only)

#### **RESEARCH COMPLIANCE**

All applications selected for award must have received all required approvals from the Office of Research Compliance before the award can be activated.

#### **QUESTIONS**

Questions about **CU SEED** can be directed to Kelly McSwain at [kmcswai@clemsun.edu](mailto:kmcswai@clemsun.edu) or [rifunds@clemsun.edu](mailto:rifunds@clemsun.edu) in the Division of Research.