

OFFICE OF THE VICE-PRESIDENT, RESEARCH AND GRADUATE STUDIES

Individual Seed Funding Program

Overview: The Office of the Vice-President, Research and Graduate Studies (OVRGS) Individual Seed Program supports the development of early stage, innovative research/creation projects that have a high potential to build new partnerships, and to attract external funding for continuation of the research. The program is aimed at short-term research projects with the purpose of undertaking pilot studies, collecting and analyzing initial data, validating new methodologies or approaches, or developing new partnerships.

Seed applications must target one or several funding programs provided by external sources (funding agencies, industry, foundations) for the next phase of the project. In order to qualify as a seed project, it is important to demonstrate the potential to attract external funding within a time frame of 1-2 years. It is expected that the Seed funds will allow for a few months of research activities leading up to the following external competition.

Value: Up to \$7,000. Matching funds and in-kind contributions can be included in the budget but are not required.

Duration: 2 years. Unspent funds at the end of the period will be returned to the University and accounts closed. No extensions will be provided.

Eligibility: Competition is open to all full-time tenured or tenure-track faculty members. Part-time faculty members who are actively involved in research may apply contingent upon providing a support letter from their department including information about end dates of their appointments. **Applicants who currently hold active Individual Seed grants or a Team grant (Start-Up or Accelerator, either as PI or team member), or hold an external grant for the same project, are not eligible to apply. Should applicants be awarded external funds as a result of pending applications, their Seed applications will be considered ineligible.**

Eligible expenses include:	
- Salaries for students, Postdoctoral fellows and other personnel directly involved in the research - Travel for field work and data collection - Supplies and small pieces of equipment, such as software or computers, if well-justified	Travel cost for dissemination of research results (conferences, etc.) are not expected to be included in the budget. It may be considered if pertinent and justified.

Research projects supported by the OVRGS must comply with the University policies governing research.

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Evaluation Criteria: The Faculty Research Committee (FRC) adjudicates applications based on the information that is presented; therefore, highly-specialized technical language and/or disciplinary jargon should be avoided.

Applications are evaluated and adjudicated by the FRCs, based on the selection criteria below. The *weights* are only suggestions and may be modified by the FRC at its discretion, but must be justified in the recommendation to the OVPRGS:

1. Originality and innovation of the proposal: **(40%)**
 - Explores and tests new ideas, methods, or practices
 - Holds the potential for a breakthrough in knowledge or practice
 - Explores new methods of transferring knowledge
 - Fosters interdisciplinary research, develops new research synergies or networking opportunities
 - Significance of the proposal in building or moving forward a research question or an active body of work
2. Potential to attract external funding within two years of receiving funding **(30%)**
3. Training and involvement of students **(20%)**
4. Timeline and feasibility of the project **(10%)**

The University Research Committee (URC) will make the final decision on funding allocations based on the: 1) Faculty rankings, 2) number of recommended projects, 3) amount requested, and 4) availability of funds. The University may declare preferences related to its developmental needs and strategic directions, and might choose to fund those projects that best fit with this description in any given year.

Competition Deadlines: Faculties will set and communicate their own internal deadlines. Competition results will normally be announced by March 30, 2018.

Application Submission Procedures: All applications must be submitted through ConRAD by accessing Forms and then selecting the Apply New button and choosing the Individual Seed Form to complete.
