

---

***SEED GRANT FUNDING PROGRAM 2022-2023***

---

The College of Social Work & Criminal Justice is pleased to welcome applications for the internal seed funding award program. This program is an important strategy to support faculty and advance the *Research* strategic priority for our college's strategic plan. Proposals are sought to support the establishment of multi-disciplinary collaborations for pilot projects and feasibility studies that lead to externally funded research programs. The total funding available for the current program cycle is \$25,000. Three awards are expected (\*totaling 2 awards up to \$10,000 each and 1 award up to \$5,000).

**ELIGIBILITY**

- The PI or Co-PI on any proposal must be from the College of Social Work & Criminal Justice.
- All role eligibility for Principal Investigator (PI), Co-Principal Investigator (Co-PI), Co-Investigator (Co-I) or Personnel is guided by FAU Policy <https://www.fau.edu/research-admin/docs/policies/sponsored-programs/pi-eligibility-policy-080120.pdf>.
- Faculty are limited to serve as PI/Co-PI on one submission, per award cycle. There is no limit on the number of submissions in the role of Co-I or Personnel.

**TIMELINE OF SOLICITATION AND REVIEW PROCESS**

- **Submit a letter of intent via email to Rose Paul Grants & Budget Coordinator, at [rpaul12@fau.edu](mailto:rpaul12@fau.edu), by 11:59PM on DECEMBER 1, 2022.** The letter of intent should include the project title, a list of the submitting faculty (including identification of respective colleges / schools / departments), and a short (no more than 1 paragraph) description of the research topic. The purpose of the letter of intent is to anticipate the number of proposals and allow time to plan for appropriate and timely review. Research faculty in SW-CJ who are *not* participating in a submission will be identified and invited to review and score proposals on a review committee. Two reviewers from each school will be requested to volunteer for equal representation. If more than two research faculty volunteer from each school, the two members who volunteer first will be chosen.

- **Submit the full proposal application to [rpaul12@fau.edu](mailto:rpaul12@fau.edu) by 11:59PM on FEBRUARY 1, 2023. \*Any submission received after this deadline will not be considered for funding.** [Applications will be shared with the review committee using numeric identifiers to support a reduction of bias in the review process, however this does not eliminate the possibility that reviewers will be familiar with the research topics of colleagues.]
- All applications will be scored by each of the 4 reviewers using the attached rubric. Awards will be issued to the highest scoring proposals among those that exceed a pre-established minimum threshold (see scoring instructions below).
- Notice of Awards will be sent no later than **APRIL 7, 2023**.
- The funding period will begin **JULY 1, 2023 and end JUNE 30, 2024**.

## PROPOSAL CONTENT

The following criteria are **highly encouraged** for the up-to-\$5,000 award and will be scored accordingly in the review and ranking of submissions.

- Projects involving collaboration across 2 or more disciplines/colleges/or pillars.
- Projects with active involvement of students in the research process. \*This may include engaging undergraduate students seeking the OURI Research Certificate in the form of a DIR.
- Projects with clear potential for extramural funding and a communicated pathway for extramural grant submission within 2 years of the funding start date.

The following criteria are **required** for the up-to-\$10,000 awards, including the submission of an extramural grant within 2 years of the funding start date.

- Projects involving collaboration across 2 or more disciplines/colleges/ or pillars.
- Projects with active involvement of students in the research process. \*This may include engaging undergraduate students seeking the OURI Research Certificate in the form of a DIR.
- Submission for extramural grant funding within 2 years of the funding start date.

**Instructions:** The research proposal components should not exceed 6 double-spaced pages and must include the following:

- Team Composition (excluded from 6-page limit):** Include the project title. List PIs or Co-PIs/Co-Is/Personnel with credentials and contact information. For scoring purposes, please also indicate on the team composition page if the project is multi-disciplinary (i.e., involving two or more disciplines/colleges/pillars) and/or if it involves students in the research process. This page is excluded from the 6-page limit. Please save and submit as a separate document in the email submission.

**B. Title:** Include a descriptive title.

**C. Brief Abstract:** Not to exceed 200 words.

**D. Research Strategy**

- **Background & Significance:** Provide a brief background for the problem that will enable reviewers to place the proposal within the context of the present state of knowledge about the study area with supporting published literature. Briefly explain the identified gap in knowledge and the premise on which the proposal is based, including its relevance to the field(s) of social work and/or criminology and criminal justice.
- **Specific Aim(s):** Include a clear study purpose statement, the study aims/goals and research questions.
- **Previous Work:** Describe any previous work completed in the research area that relates to the aims in this proposal and how the previous work specifically demonstrates the ability of submitting faculty to meet the aims of the proposed study.
- **Design/Methods:** Provide a description of the overall research strategy, including study design, methodology, procedures, and analyses for each proposed aim, hypotheses and/or research question.
- **Study Feasibility:** Include a description of how the overall research strategy is feasible and how the submitting faculty will manage anticipated challenges. \*Attach a timeline of proposed study activities with plans for IRB review indicated in the appendices. Alternatively, confirm if IRB approval (or exemption) has already been received. Confirmation of IRB approval, Collaborative Institutional Training Initiative (CITI) Online Training regarding human subjects' protection, and HIPAA training when appropriate. Confirmation will be expected before project funding begins July 1, 2023.
- **Research Trajectory, Potential for Extramural Funding:** Relate the study's proposed purpose to the long-term research goal(s) of the submitting faculty, including how completing this project will contribute to future stages of research and result in a future application for extramural funding. *For example, indicate how the proposed study could serve as a foundation for future research. Will the proposed study result in pilot data for a larger project? How does the proposed work fit into an ongoing research program? How does the study relate to current national or international priorities in the area? List potential sources for extramural funding (list agency(s) and include the target funding opportunity announcement, if available). Consider if the research team has published work to support this proposed research and future external applications. If this is an area of needed development, describe plans to prepare for an external research application submission.*  
\*To qualify for a \$10,000 award, the submitting faculty must indicate their commitment to submitting for an extramural grant within two years of the funding start date.

**E. Budget and Budget Justification (excluded from the 6-page limit):** In addition to a Detailed Budget (Excel file required), complete a Budget Justification. The Budget Justification should be used to describe why key personnel and requested budget items are required and how they will contribute to the completion of the proposed project. Be sure to identify the research team members by role, not by name, to preserve a de-identified submission. *Qualifying expenses may include faculty summer effort (with the faculty fringe benefit rate), graduate assistant support, equipment, materials, and supplies (except food/refreshments), software, and travel expenses for conducting the research. Participant incentives in the form of gift cards are also allowed with the following requirements:*

*PI must go through the Research Integrity Office to get IRB approval.*

- a. <https://www.fau.edu/research-admin/research-integrity/human-subjects-irb/>
- b. *The IRB must state that gift cards are allowed for participants.*

*PI must also work with Research Integrity Office to get an approved participant consent form.*

- a. <https://www.fau.edu/research-admin/research-integrity/human-subjects-irb/>

**F. Appendices (excluded from the 6-page limit):** Include (a) References (APA or AMA) – required; (b) Project Timeline – required; (c) Relevant Research Instruments – as applicable; (d) Letter(s) of Support from Collaborators (i.e., community partner agencies) – as applicable; or (e) Other Supportive Materials – as applicable.

\*To allow for ease of sharing with the review committee:

- Save and submit the *Team Composition* page as a separate attachment when submitting the proposal application.
- Save and attach *Sections B-F* of the proposal application de-identified using the following file format name: SWCJ SEED GRANT 2022-2023\_[Insert abbreviated title]

\*See scoring rubric and scoring instructions below.

## College of Social Work and Criminal Justice Seed Grant Funding Program

### Reviewer Comments & Scores

**Proposal ID #:**

**Date of Review:**

**Proposal Title:**

*For ALL proposal submissions:*

PI/Co-PI is from SW-CJ and is the PI/Co-PI on only one submission  
Letter of support from community partner(s) is provided, if applicable.

N/A

Yes  No

Yes  No

*Required for \$10,000 award submissions:*

Project involves collaboration across disciplines/ across colleges/ or across pillars.

Yes  No

Project includes active involvement of students in the research process.

Yes  No

Project team agrees to submit an extramural grant proposal within 2 years of the funding start date.

Yes  No

\*If any of the above criteria are not met, the application will not move forward for committee review.

Please rate each of the below categories using the 7-point scale. Provide comments to support your rating; calculate a score for all categories you rated and provide a brief overall summary that includes your recommendations of support or not.

<b>Scoring</b>	<b>Unacceptable</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Acceptable</b>	<b>Good</b>	<b>Very Good</b>	<b>Exceptional</b>
<b>Scale</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

<b>Area of Review</b>	<b>Rating</b>	<b>Comments</b>
1. <b>Title:</b> Appropriate and descriptive		
2. <b>Significance</b> (The proposed research is relevant to social work and/or criminology and criminal justice and addresses a demonstrated gap in the field.)		
3. <b>Specific Aims</b> (Specific aims and research questions are clearly articulated and are consistent relative to the problem or scientific premise.)		
4. <b>Research Design &amp; Methods</b> (The proposal clearly describes a sound research methodology, including research design, procedures for sampling and data collection, and the data analysis plan to be used to achieve aims. There are clear links between study aims; research design, relevant theoretical/ conceptual framework(s), and methods.)		

<p>5. <b>Study Feasibility</b> (The research aims can be achieved within the proposed timeline and challenges are anticipated with mitigation strategies. The timeline is clear and reasonable.)</p>		
<p>6. <b>Previous Work/Preliminary Studies</b> (The research team demonstrates the capability to implement the proposed project [e.g., demonstrated scholarship either in the topic area and/or with proposed research team, evidence that the investigator(s) has previously disseminated completed research.]</p>		
<p>7. <b>Potential</b> (Degree to which the proposal can lead to or build into a larger project/proposal for extramural funding within the conditions of this award.)</p>		
<p>8. <b>Clarity</b> (Degree to which the proposal is concise, clear, well-written, and well-organized.)</p>		
<p>9. <b>Appropriateness of Budget</b></p> <ul style="list-style-type: none"> <li>a. Budget (uses the provided budget format) is detailed and supports the proposed project aims/goals.</li> <li>b. Is reasonable.</li> <li>c. List any recommended changes.</li> </ul>		

<p>10. <b>Budget Justification</b> (The budget justification fully describes how each project person and requested item will contribute to completion of the proposed project.)</p>		
---	--	--

**SUM OF RUBRIC ITEMS:** \_\_\_\_\_  
(Out of 70)

**For use for awards up to \$5,000 (Do NOT add points for the \$10,000 proposals):**

Projects involving collaboration across disciplines/across colleges and/or pillars. If yes, add 3 points: \_\_\_\_\_

Projects with active involvement of students in the research process. If yes, add 3 points: \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

**OVERALL SUMMARY AND ADDITIONAL COMMENTS AS APPROPRIATE:** [Please provide an overall summary of your review which will be shared with the proposal PI. Add space as needed].

---



---



---



---

*Thank you for your time and expertise in the review of this application to support internal seed funding in our College! See scoring instructions below.*



## **SCORING INSTRUCTIONS:**

- Each proposal will be reviewed by each member of the review committee. The sum of items (1-10) will be calculated for each review. Applicable points will be added for qualifying multi-disciplinary and student-involved proposals to result in a total score, per reviewer. The four total scores will then be averaged to create the proposal's overall score.

*Scoring Option 2:* To minimize potential bias/conflict-of-interest in scoring, the review committee can elect to follow an alternative scoring method (\*as long as the same scoring method is elected up-front and applied throughout). In this method, each reviewer will complete the scoring rubric (items 1-10) and submit their scoresheets to Rose. The lowest and highest scores, per rubric **item**, will be dropped. The middle two scores for each item will then be averaged to create an item score and the sum of items will be calculated. Applicable points will then be added for multi-disciplinary and student involved proposals to result in the proposal's overall score.

- The overall score for any proposal **must exceed 55 points to be eligible for an award**. Awards will be issued to the highest scoring proposals among those that exceed this threshold.
- In the **event of a tied score** among two or more proposals (i.e., the tie impacts which proposal moves forward for an award), a pre-determined subset of items will be used to give priority to the proposal that scored the highest in categories for multi-disciplinary collaboration (3pts), student-involved research (3pts), potential for extramural funding (up to 7 pts), and significance (up to 7pts).
- Proposals that sought a \$10,000 award but were not selected will be invited to revise their budget and make any related proposal changes to be considered for a \$5,000 award.