

FAFS Research Seed Funding (RSF) Guidelines¹

FAFS RSF provides grant support for innovative research activities at FAFS. Grants are awarded to full-time professorial faculty members during their first academic year at FAFS. RSF is administered by the FAFS Dean's Office.

A **FAFS RSF Grant** cannot exceed \$5,000 in annual funding. Awards may be lower than requested based on funding availability, expenditure eligibility and/or timeline. The application may include scholars from outside of FAFS nor AUB.

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Faculty members are encouraged to supplement RSF funding with additional funding from other sources. Special emphasis will be given to the development of new research ideas (in which case, the grant may be viewed as support for a pilot study to allow submission to external funding sources) and to activities that may positively affect the development and growth of the applicant(s), department, faculty and/or University.

1. Principal Investigator (PI) Eligibility for RSF

RSF grant funding is restricted to faculty members of professorial rank at FAFS. To be eligible, Faculty members must apply within the first year of their appointment at FAFS. The RSF does may award grants to visiting professors or to professors who are on one-year contracts. Faculty members who will be on leave for more than one semester during the grant award period will not be eligible for RSF funding.

2. Classification of RSF

RSF research grants fall into one of the following categories:

- a. Humanities and Arts.
- b. Medical, Life, Health and Environmental Sciences.
- c. Engineering, and Mathematical and Physical Sciences.
- d. Social Sciences and Business.

3. Limitations on RSF

The **limitations** that exist regarding the use of funds allocated by the RSF are:

- a. Faculty members may be PI for only one proposal during their appointment at FAFS.
- b. Proposals' duration can extend to June 30th of every year, and funding is approved on a yearly basis.
- c. Funds must be used as stated in the proposal.
- d. Unless explicit authorization is granted in the RSF award letter, RSF grants cannot be used for any travel-related expenditure (including registration fees for conferences, workshops, or training courses); major or minor equipment (including computers and accessories); books; publication costs; and/or professional society membership fees.
- e. Funds may not be used for the dissemination of research.

¹ An adaptation of AUB URB Guidelines

- f. Funds may not be used to pay a faculty member's salary.
- g. All expenditures must follow AUB stated policies and procedures regarding the hiring of personnel, purchases, and travel arrangements.
- h. Projects which are proprietary in nature are subject to AUB's Intellectual Property Policy.
- i. Instructional projects are eligible for funding.
- j. All items purchased using RSF funds remain the property of AUB.
- k. After receiving RSF awards, individuals may be asked to show evidence of publications resulting from RSF support, including acknowledgments to RSF funding.

The **allowable expenditure items** using RSF funds are:

- Personnel: graduate research assistant, research assistant, casual labor, or field worker (not to exceed \$4,000).
- Local Travel may be allowed in case the proposal included field work.
- On-line access to specialized archives.
- Microfilm / microfiche orders.
- Office supplies and postage (not to exceed \$300).
- Testing services at AUB and outside laboratories.
- Laboratory supplies and materials.
- Software (hardware may be approved only in specialized projects and on exceptional basis) that is justified and for which AUB does not have a license.

4. Elements of the RSF Proposal

A new proposal must include the following elements:

- a. Title of the project.
- b. Abstract (not to exceed 200 words).
- c. Period of the project.
- d. Specific aims (not to exceed one page).
- e. Introduction, including review of related research (1-3 pages).
- f. Preliminary results, if applicable (1-3 pages).
- g. Methods of inquiry and analysis (1-5 pages), including how each specific aim will be investigated.
- h. Significance of the project (not to exceed one page).
- i. Time commitment and role of the PI(s) and, if applicable, co-investigator(s).
- j. Itemized budget in US dollars per year.
- k. Justification for the budget. This includes a list of **research related** tasks that will be assigned to GRAs, RAs and casual employees paid from RSF funds.
- l. *Curriculum Vitae* (CV) of the PI(s) and, if applicable, co-investigator(s). The CV should include: a list of pending and/or current external and internal funding including the title of the projects, start and end dates, and overlap with the present proposal if any; a list of publications; and evidence of seeking or receiving external funds during the last three years.
- m. A signed copy of the [RSF Proposal Transmittal and Approval Form](#).

5. No Cost Extensions

RSF is neither subject to no-cost extensions nor to renewals. Funds expire on June 30th of every year.

6. Procedures for Applicants

Faculty members must adhere to the following procedures when preparing their grant applications:

- a. Proposals should include the [RSF Proposal Transmittal and Approval Form](#), which should be signed by the department Chairperson and the Dean.
- b. The proposal should be **submitted to the FAFS Dean's Office for review by posted deadline**.

- c. If the proposal involves human subjects, the faculty member must apply to the **Institutional Research Board (IRB)**. The IRB requires all researchers using human subjects to take a web-based course on ethical issues in clinical research entitled: "Human Participant Protections Education for Research Teams." This requirement is part of an AUB initiative to enhance compliance with international standards and regulations for the conduct of clinical research. If the proposal is approved by the RSF, the grant will not be released until the IRB also gives its approval.
- d. If the proposed research involves experimental animals, the faculty member must apply to the **Animal Care and Use Committee (IACUC)**. If the proposal is approved by the RSF, the grant will not be released until the IACUC also gives its approval.
- e. If the proposed research involves the use of radioactive or biohazardous material, the faculty member should apply to the Radiation Safety and/or Biosafety Committee for a license. If the proposal is approved by the RSF, the grant will not be released until such licenses have been approved.

7. Deadlines

The Faculty has established one application cycle for RSF. **Applications for Research Grants** should be submitted to the Dean's office by **October 1st**. **The Dean's Office** will make every effort to announce funding decisions by **October 15th**. **Final Progress Reports** should be submitted to the Dean's Office by **July 15th**.

8. RSF Grant Management and Oversight

The Dean's Office receives and considers the proposals submitted for RSF, selects the proposals to be funded based on its own evaluation. The Dean's Office's decision is final. The FAFS Dean's Office is responsible for administering RSF awards. The Financial Officer at the Dean's Office will monitor the project for administrative and financial compliance with the award conditions. The officer will also scrutinize research accounts to ensure timely use and compliance with University policies

**Faculty of Agricultural and Food Sciences
Dean's Office
Research Seed Funding Application**

Principal Investigator

Name	
Title/position	
Department	
Email	
Percent Effort	
Signature	

Proposal

Title	
Duration	
Total Funding	
Human Subjects	Yes
	No
Animal Experiments	Yes
	No
Radioactive Material	Yes
	No

Recommendation of the department Chairperson

Name
Signature
Date

Recommendation of the Dean

Name
Signature
Date