**Office of the Provost**

**Seed Grant Program**

**Guidelines for *Tufts Collaborates!***

**2014-2015**

The ***Tufts Collaborates!*** Seed Grant Program seeks to spark scholarship, research, and creative work resulting from cross-disciplinary faculty collaboration. Cutting-edge work often begins when faculty members desire to collaborate across institutional boundaries. As such collaboration may be forestalled by the lack of resources for the early phases of idea generation, data collection, project planning, or interdisciplinary engagement, Tufts University is committed to helping our faculty realize the extraordinary potential of interdisciplinary collaboration. *Tufts Collaborates!* is funded by the Office of the Provost and overseen by the Office of the Vice Provost for Research.

**Eligibility**

Any Tufts faculty active in scholarship, research, and/or creative works with a primary appointment at a University school or unit is eligible to apply to the Tufts Collaborates! Seed Grant Program.  While Tufts faculty members with a primary appointment at the Medical Center and a secondary appointment at a University school or unit are encouraged to serve as collaborators, the lead principal investigator on a grant application must be a Tufts University employee.  Non-Tufts collaborators are allowed, but their participation must be clearly justified, including the absence of the collaborator’s specific expertise at Tufts. Eligible projects include both new collaborations and existing collaborations involving new areas of research.

**Amount and Duration**

Awards generally range from $500 to $50,000. Funds will become available upon implementation of the project. Most projects are expected to begin July 1, 2014. If necessary, a project may start earlier, but in any event, not earlier than June 1, 2014. Funded proposals should be completed and all expenditures incurred by no later than June 30, 2015.

**Requirements**

For all proposals, interfaculty collaboration is required, as described below. For projects resulting in competitive grant proposals for outside funding, the potential for funding and continued collaboration much be clearly described (e.g. how the work relates to a funding agency’s mission statement).

***Arts, Humanities, and Social Sciences***

* Proposals in arts, humanities, and social sciences must involve either (a) more than one school, or (b) more than one department within a school. Because federal funding is limited for collaborative work in these fields, it is not expected that these proposals will lead to external funding.

***Sciences and Engineering Proposals***

* Proposals in the sciences and engineering must involve, at a minimum, more than one department within a school at Tufts. Collaborations involving at least two schools are highly encouraged. Seed grants should be used to develop the proposed project to the point of enabling the collaborating faculty members to submit a competitive grant proposal to a federal or other external funding program. Proposals that could lead to program project or center grants are especially encouraged.

**Criteria for Selection**

A peer-review process will evaluate proposals for intellectual merit and potential for impact. Other criteria include:

* Clarity of goals and statement of need
* Degree of innovation and originality (within academic field and/or Tufts community)
* Feasibility of timeline
* Appropriateness of budget allocations
* The use of evaluation methods for assessing outcomes and impact, where relevant
* Extent of impact on Tufts constituencies, curriculum, and mission, measured in part by the degree to which the collaboration continues or leads to other outcomes
* The potential for outside funding, where relevant
* Feasibility of activities within departmental and/or school framework

**Award Conditions**

Award funds may be used to support reasonable and necessary ***direct*** costs to carry out the project, and will only be distributed based on actual expenses as detailed in the project’s budget using the **Budget Form**. The principal investigator will be responsible for managing the award. Funds will be disbursed through the school with which the lead principal investigator is primarily affiliated for the project. The budget should follow the policies of the applicable school(s).

Award funds can only be used for the activities or experiments described in the proposal, although no-cost extensions and/or re-budgeting with appropriate justification may be requested if experiments or activities have not been completed within the one year grant period or if there are line item budget reallocations that are necessary to successfully complete the project.

Expenditures for faculty salaries (either summer or academic year) are permitted according to school policies and appropriate approval for each collaborator. However, indirect cost recovery is not available, and certain budget items are not allowable, such as tuition and insurance. The proposal review committee maintains the right to veto any budget it deems unallowable.

Please refer to the [**Tufts IP Policy**](http://viceprovost.tufts.edu/?pid=6&c=6)for questions regarding intellectual property.

**Reporting requirements**

By **February 1, 2015**, grant recipients must provide to the Office of the Vice Provost for Research a brief report to verify progress on the proposed timeline.

By **August 30, 2015**, grant recipients must provide to the Office of the Vice Provost for Research a summary report of no longer than five single-spaced pages accompanied by other relevant products or evidence of the completion of the funded activity.

The summary report should:

* describe the work that was accomplished;
* describe the outcomes/impact of the collaboration;
* describe any plans for ongoing collaboration beyond the funded project;
* provide a final accounting of budget expenses;
* identify specific proposal(s) submitted to external sponsor(s) as a result of the grant (if applicable); and
* describe any significant deviation from or extensions to the project described in the original proposal, if applicable.

**Procedure for Submitting Proposals**

Proposals for funding should be submitted electronically to [collaborates@tufts.edu](mailto:collaborates@tufts.edu) no later than **11:59 pm on Friday, March 7, 2014**.

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. Use standard paper size (8 ½" x 11) and at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins.

All proposals should include the following sections as a single, electronic document in this order:

1. [**Seed Grant Submission Form**](http://provost.tufts.edu/docs/Seed%20Grants%20Program%20Proposal%20Submission%20Form%2012.10.doc)
2. **Proposal Description** (no more than two single-spaced pages). Describe the proposed collaborative project including goals, activities or experiments, expected outcomes, and a timeline for completion. The proposal must designate a lead principal investigator, who must be a Tufts faculty member with a primary appointment at a University school or unit.
3. **Additional Proposal Information** (no more than one single-spaced page). This section is to be used to describe how the project will lead to the potential for the multidisciplinary team to develop new scholarship/research or further collaboration, including but not limited to an assessment of the potential for subsequent external funding, if applicable (e.g. how the work relates to a funding agency’s mission statement). The section can also be used to describe in more detail methodologies; endpoint assessment methods (e.g. statistical analyses); description of collaborative team and each member’s contribution; and additional expected outcomes related to the project (e.g. intellectual property).
4. **Proposal Budget and Budget Justification.** The **Budget Form** must be used to prepare the project’s proposed budget. Budgets should only indicate those costs that are absolutely necessary to carry out the project. The budget, along with a separate narrative budget justification, must address the following:
   1. details explaining the necessity of each budget item;
   2. the method used to develop the cost estimations;
   3. description of each person's role in the project, percentage of effort, and estimated costs;
   4. a list of any in-kind (no cost to the grant) contributions from Tufts central services and any other school or department (e.g. salaries and supplies); and
   5. any previous funding provided by the Office of the Provost for this project or related projects.
5. **Resumes.** Include an ***abbreviated*** CV or resume of **no more than two pages** in length for each collaborator.

1. **References/ Bibliography.** A short (no more than one page) list of relevant publications from each collaborator may be included, but is not required. Publications directly related to the project may also be listed here.

**NOTE:** After receipt, it may request that selected proposals be developed into more detailed plans or that additional information be provided. Proposals that have been funded previously through either *Tufts Collaborates!* or *Tufts Innovates!* will not be accepted.

**The deadline for proposal submission is 11:59 pm, March 7, 2014.**

**Notification of awards will be by May 1, 2014.**

**For questions and submission of a proposal, please email** [collaborates@tufts.edu](mailto:collaborates@tufts.edu).