RESEARCH S.E.A.D. GRANT (RSG)

(Scholarship for Enhancement in Arts & Design)

Guidelines 2025

# Application Deadline: Friday, February 14, 2025 at 11:59 PM

Award Notifications: Friday, February 28, 2025

## PURPOSE and OVERVIEW

The CDAP Research SEAD Grants are designed for faculty to develop new research projects who do not have established funding sources (external or college/departmental) – preference is given to early career faculty who are new to USF. The program’s goal is to enable faculty to launch productive research, scholarship, or artistic expression/performance activities that will ultimately result in grant funding from external agencies or foundations. This grant will fund pilot, draft, or preliminary studies/projects. It is expected that these results will provide the basis for external grant proposals, as well as publication or exhibition of the results. Prior recipients who fail to obtain funding for an earlier Research SEAD Grant will no longer be eligible to apply for this internal award.

The grant program may fund pilot, draft or preliminary studies/projects and it is expected that an award will result in research scholarship, creation of new work, exhibition or performance that will enhance the profile and prestige of USF, and possibly result in securing external funding. Consequently, researchers who are serving in a temporary or post- doctoral capacity with short-term goals for employment at USF are not eligible for this grant.

The applicant should include a detailed proposal plan (including names and web addresses of funding source, type of grant and submission deadlines, when appropriate) as part of the application for the Research SEAD Grant.

**GRANT AMOUNT**: Maximum $12,000 for a 12-month grant period

### GRANT PERIOD: one year

The grant start date will be March 3, 2025. Any remaining balance on the grant will be relinquished at the end of the grant period unless a one-time “no-cost extension” is granted. Extension requests must be requested through CoTA’s Assistant Dean for Research, Taryn Sabia, prior to the grant end date. Detailed award set-up instructions will be provided at the time of award notification, including requirements of the final presentation.

ALL FUNDING DECISIONS ARE FINAL.

**ELIGIBILITY CRITERIA:** To be eligible, **applicants** must:

* Be current USF CDAP faculty who are pursuing research and is minimally supported by the Federal government and other outside sources.
* Be tenure earning, or in regularly renewable positions that contractually require independent research or scholarship.
* For new, early career, have not reached the fourth anniversary of their appointment to an “assistant professor” level position before the submission deadline. For associate and full professor, have a new area of research that is different from their ongoing research program and have no overlapping.
* Have not received a SEAD Grant **within the last Academic Year.**
* Not have an active SEAD/Creative Scholarship grant (prior accounts must be closed).
* Have given a final presentation for all previous CDAP Internal Awards.
* Be employed by USF in their current capacity during the entire term of the Internal Award.
* Have not applied for more than one SEAD/Creative Scholarship grant **in the current funding cycle, AY 2024-2025.**
* Not submit the same scope of work for any other Internal Award in the current cycle.

### Notes:

1. Non-tenure-track faculty must submit a letter from their department head or dean confirming that the applicant is employed in a regularly renewable position is paid as a USF faculty member, is required to conduct independent research, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent scholarly accomplishment and other contractual obligations.
2. Faculty who leave the University or accept a position elsewhere during the term of the grant will forfeit the unspent portion of their grants.

**Eligible projects** are those that:

* + Do not have overlapping funding for the scope of work described in this proposal from any other source before or during the term of the grant.
  + All other grants and pending proposals, and other funding sources for this project must be listed on the History of Grants and Support (Form #10).
  + If funding is obtained for another pending proposal for this scope of work, the applicant must notify CDAP’s Assistant Dean for Research Taryn Sabia, to discuss a management plan.
  + Provide the basis for publications, exhibitions, performances or external grant proposals. The Internal Awards Program will not fund:

the delivery or evaluation of services or courses as ends in themselves; training; or the development/preparation of curricula, courses, textbooks or course materials.

## EVALUATION CRITERIA (as communicated to reviewers)

* Potential to contribute to the stature and prestige of the applicant’s academic unit, the College of The Arts, and USF
* Potential importance of the results to the applicant’s discipline
* Potential to contribute to building research capacity through future applications
* Project that is original and innovative in concept and/or approach
* Clarity and soundness of objectives/hypotheses, methods, budget justification
* Significant publications, exhibitions, performances, writings, especially resulting from prior Internal Awards
* Adherence to the application guidelines
* Limited availability of alternative funding for this project

The CoTA Faculty Development Committee may take into consideration the number of grants received by an applicant in the recent past or the current cycle when determining if a project will get funding.

The CoTA Faculty Development Committee relies on faculty each year to assist in the review of grant proposals and recipients of the RSG agree to participate in this important endeavor.

### Writing Recommendations

Please limit the introduction/background section of your project description to no more than one page to allow more space for a fuller discussion of the core of the project.

* What are you trying to accomplish?
* How is it done now, and what are the limitations?
* What is truly new in your approach that will remove those limitations?
* If successful, what funding sources will be pursued?
* Are your research methods appropriate and will they lead to publishable and fundable results?

### Additional Writing Recommendations for Composers/Artists/Performers/Designers

The results of your project should add to the body of art/performance/design in a way that specifically documents its dissemination into the field and justifies its impact on the field.

Your project description should be clear about:

* What you wish to accomplish through this project
* In what ways is it original, innovative and “cutting edge”
* How and where the results of your project will be disseminated (Identify venue, contract with recording label, agreement with publisher, performances, etc.)
* What specific impact the completed project will have on your field
* What effects will this have on your reputation and future creative research

## ALLOWABLE COSTS

* + Funds must be used during the 12-month grant period. Any remaining balance on the grant will not be available to the recipient unless a “no-cost extension” is granted.
  + Equipment and supplies required for the project that are unavailable to the applicant. Software & equipment that is significantly more powerful than needed for the project will not be fully funded.
  + Travel for the applicant, only if necessary to conduct the project (justification and documentation are required).
  + Operating expenses related specifically to the project.
  + Student stipends to work on the applicant’s project (must include fringe benefits. Insurance is also required for graduate students).
  + Salaries/release time for PIs typically has lower funding priority than other research expenses. Requests for such must include fringe benefits and have a full and compelling justification.

## UNALLOWABLE COSTS:

* + Training & consultation for equipment and software are not allowable costs.
  + Travel to attend conferences or to present the results of the work WILL NOT be funded under this grant.
  + Graduate Tuition is not allowed.
  + Funding from this grant cannot be used to supplement regular salary over 100%.
  + Extra compensation is not allowed.

## APPLICATION SUBMISSION PROCEDURES

If you do not receive confirmation of receipt of your application within one week of sending it to the COTA Research office via the email address, [COTA-Research@usf.edu,](mailto:COTA-Research@usf.edu,) contact Angelica Perez-Baker at [angelica39@usf.edu](mailto:angelica39@usf.edu).

Follow the specified application requirements and submission procedures closely and provide **ALL** the requested information. Failure to do so may result in the rejection of the application.

Questions regarding the forms or procedures should be directed to Angelica Perez-Baker at

[COTA-Research@usf.edu](mailto:COTA-Research@usf.edu)

**Submit the application electronically**: upload the MSWord application to your computer, fill it out, upload it to DocuSign as a PDF with all supporting documents as one document, route to obtain all signatures, and e-mail to [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu) by the deadline.

**DEADLINE FOR RECEIPT 11:59 p.m.** on Friday, February 14, 2025. Documents sent after 11:59 p.m. **WILL NOT BE ACCEPTED.**