

College Seed Money Fund

The College of Journalism and Communications at the University of Florida provides **seed money** funds that will lead to sponsored funded proposals to support the research and creative activities of the full-time faculty in the College.

The allocation of funds will be determined on the merits of proposals submitted by the faculty, and demonstration/documentation of outside funding potential. There is no minimum proposed financial assistance.

Objectives:

This fund's objective is to stimulate original mass communication scholarship and creative activities sponsored research funding. Work supported by the fund is expected to "demonstrate high standards of relevance, continuity, significance, and accomplishment."

Eligibility:

Only full-time permanent faculty members of the College of Journalism and Communications with the rank of instructor or above are eligible.

General Information:

1. Cooperative proposals from several faculty members are permitted when appropriate.
2. Seven hard copies and one electronic copy of the proposal should be submitted to the Senior Associate Dean of Graduate Studies and Research to be distributed to each Research Committee member.
3. Supplies and services normally available to faculty need not be presented in the budget as they will continue to be available if funds are awarded.
4. The proposed budget should not include equipment related items such as printers and PCs.
5. The Research Committee will decide on appropriate items for which awarded funds may be spent. Examples are: travel, student assistance, and data collection. Please list your budget items in order of priority for funding. Please also identify other funding sources if they are currently available for your proposed project (e.g., your co-author's funds or other grants).
6. Money will be distributed to faculty as payment for expenses. All recipients must complete standard expense forms and submit necessary receipts to collect payment. All travelers must submit estimates for travel authorization requests (TAR) processing prior to their trips.
7. Faculty members receiving awards will be reminded of the reimbursement deadline at the end of the spring semester and are required to email back a brief status update of their projects to indicate that significant progress has been made or will be made by the deadline.
8. The deadline for faculty to submit all receipts for reimbursement is **August 26, 2016**. The unspent balance will be returned to the College after the deadline.

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9. Faculty members receiving awards will submit a report on the allocation and use of the funds to the dean and executive associate dean by **September 9, 2016**. The report should also include a progress statement for the project. Failure to make any progress on the proposed project will result in a one-year suspension from submitting seed money proposals

The Proposal:

Please use the attached cover page for your proposal and carefully follow the components listed below. All items will be reviewed by the Committee members in their evaluation of your proposal. Missing items might result in a negative evaluation. Sample proposals from past applicants are available upon request.

The proposal for funding shall address each of the following topics specifically:

1. Project summary
2. Description of the project and its significance. Include a short relevant literature review including references. If applicable, please specify the research questions and/or hypotheses.
3. Demonstration of contribution of the work to the faculty member's long-term research/creative program. If a new interest is being pursued, the applicant should demonstrate preparation for and long range plans in the new area.
4. Potential sources of external funding and how the research or creative activity will lead to potential external funding.
5. Specific plan for publication/dissemination
6. Timeline or plan of work, including the proposed date of completion/submission/ publication and your projected day of submitting the project report to the College (within three months of completing the project).
7. Methodology/procedures.
8. Description of the finished product.
9. Proposed budget items (If there are other expenses not covered by the proposed budget, please identify how these financial needs might be met). Please list items in order of priority for funding.
10. If the faculty member has received a seed grant in the last three years, please list the external grant activities, publications, refereed paper presentations, or competitions from the previously funded projects. Failure to achieve the goals of an earlier grant may result in reduced likelihood of future funding.
11. Your most recent curriculum vitae.
12. Your proposal must be read and signed by either your mentor or someone you trust to have read through and provided feedback to your proposal.

Please try to keep proposals, exclusive of vita, to 10 pages or less.

General Advice

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Please leave enough time to fully develop your proposal, it does take a significant amount of time to write a solid proposal. Multiple studies in one proposal are encouraged, but not required.

Budgeting Guidelines

Please use the following hourly rates for budgeting of OPS student assistants so we can establish a comparable budgeting system: undergraduate students-\$8-\$10 per hour; master's students-\$11-\$15 per hour; Ph.D. students-\$18-20 per hour. Please check master's and doctoral student eligibility before assigning them. Please contact Spiro Kiousis for any other budgeting questions.

Ranking of Proposals:

Proposals will be reviewed on the following criteria by the College's Research Committee. Based on the evaluations of the Committee, at a meeting of the full Committee, recommendations will be forwarded to the College dean for final approval. In the event a member of the Committee submits a proposal, the member shall be excluded from participating in the review process.

Criteria for Evaluating Proposals:

Proposals will be selected for funding based on the following criteria:

1. Intellectual merits and broader impacts of the research or creative activity to the field of mass communication.
2. The originality of the proposed work.
3. Proposal that prepares for (e.g., data collection) and may lead to external funding.
4. Contribution to a faculty member's long-term scholarship program, or new interests being pursued.
5. Likelihood of completion. The Research Committee will look with favor upon proposals from faculty having assigned research/creative time in their department. Assigned research or creative activity time increases the probability of the scholarship being completed.
6. Special consideration will be given to proposals from untenured faculty including collaborative proposals involving untenured faculty.
7. Defined potential sources of funding.

Successful Completion of the Scholarship:

If the applicant has received a seed money award, the Research Committee will look with favor on subsequent applications only when the results of the previous projects are presented at a refereed session of an academic conference, are accepted for publication in a refereed journal, are published in a book or monograph form, are published in some other scholarly medium, or have received or in the process of applying for external funding. Please note that all applicants who have received seed money funds in the last three years must document the outcome of their previous awards in the applications to be considered for new awards.

Deadline:

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All proposals are due on **September 25, 2015 at noon** in both hard and electronic copies. Please submit the proposals to Debbie Treise in the Graduate and Research Division. Late proposals will not be accepted.

**College Seed Money Fund Proposal
Cover Page**

Applicant Name: _____

Department: _____ **Rank:** _____

Brief Summary of the Proposed Project:

Please see attached.

Budget Summary:

Budget Item (brief description/purposes)	Amount Submitted	Amount Approved*

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TOTAL:		

*To be determined by the Research Committee.