

TO: UGA-Augusta University Faculty

**FROM: David Lee, UGA Vice President for Research
Michael Diamond, Augusta University Senior Vice President for Research**

RE: UGA-Augusta University Seed Funding Program Guidelines

Our two offices jointly announce a third year opportunity for this inter-institutional seed funding program explicitly designed to encourage competitive extramural grant proposals involving personnel from both institutions (a PI is needed at both institutions). *For the purposes of this program, Augusta University faculty include those located at the Augusta University-UGA Medical Partnership in Athens as well as those located at Augusta University in Augusta. Similarly UGA faculty include members of the UGA College of Pharmacy located in Augusta, as well as those faculty located at UGA in Athens. The goal of the program is to foster collaboration between UGA and Augusta University faculty, regardless of where they are located.*

These funds are being distributed in order to stimulate new collaborative projects between UGA and Augusta University that subsequently lead to new external grants, and applicants should keep this overriding goal in mind. **Applicants and successful recipients must commit to submitting applications to external funding agencies by their specified deadlines.**

The same team of applicants funded by this program should not apply for nor accept a seed grant award from another Augusta University-UGA internal program.

We invite proposals from a broad range of disciplines and we particularly encourage those that are interdisciplinary or translational in nature.

Up to \$250,000 will be available for this program for FY2017. Maximum awards will be \$50,000 per team and funds will be available for one year. Each university will monitor their faculty dollars.

Examples of appropriate use of these funds include the generation of pilot data, travel for planning meetings with partners (but not travel to conferences), and payment of external expert reviews. Funds are not intended to support conferences or faculty salary.

Proposals of no more than 8 pages in length (items # 3 – 10) should include the following sections in order and with the specified headings:

1. **For Augusta University Faculty only – An [Intramural Routing Sheet](#)** - Signatures are needed for all Augusta University faculty (except consultants) and their respective department managers; *not included in the page limit.*
2. **[Table of Contents Page](#); *not included in the page limit***
3. **[A Cover Page](#)** that includes:
 - a. Proposal title;
 - b. PI names with primary unit affiliations and contact information for each;
 - c. Names of additional Co-Investigators with institutional and unit affiliations;
 - d. Total budget requested.
4. A concise **[Summary](#)** paragraph describing the nature and objective of the work in terms understandable to a non-expert. Also include a single sentence describing the project.

5. A concise list of Specific Aims.
6. A Work Plan that describes the proposed research and also clarifies how the funds will be used.
7. A summary of the Targeted External Funding Opportunity (agency, specific call for proposal and deadline if known, and the timeline for proposal submission) that also documents advanced outreach to the funding entity.
8. A brief description of the Impact of the Requested Seed Funding: how will it establish or improve a track record of collaboration for the planned extramural submission. Include a description of the prior work as a team, if any.
9. A Proposed Budget. We recommend that the costs at each university be broken out. *Faculty salary is not allowed*.
10. Biosketches for both university PIs as well as additional Co-Investigators. Use PHS-398 format. Provide assurance that team members will participate in the subsequent extramural proposal submission.
11. **For UGA PI faculty only** – Not included in the page limit but required; letter of support from appropriate deans or as appropriate for some centers or institutes – vice presidents.

The deadline for receipt of proposals is 5 pm May 2, 2016. Late proposals will not be accepted. One single pdf document (with all required items listed above 1 – 11) should be submitted via email to OVPR's Internal Grants & Awards at ovprip@uga.edu.

Questions should be addressed to OVPR's Internal Grants & Awards at ovprip@uga.edu or 706-542-4750.

Proposals will be reviewed by a team of UGA/Augusta University faculty and administrators jointly assembled by our offices. Proposals will be judged on the basis of their competitiveness for the indicated funding opportunity. Criteria will include the strength of the team, the extent of outreach to the funding agency, and the quality of the plan leading up to proposal submission. Only meritorious proposals will be selected for funding.