**Grant Writers' Boot Camp 2025**

**Research Seed Funding Request for Proposals**

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## Program Description.  This program provides seed funding to support researchers in efforts to develop their research agendas and position themselves for external funding.

## Eligibility Information.  Eligibility for seed funding awards is restricted to RIT researchers whose appointment includes expectations for sponsored research and have attended the 2025 Grant Writers' Boot Camp (GWBC). After completion of the 2025 GWBC researchers are required to provide a final version and an approved proposal record in Novelution to be eligible for seed funding.

## Award Information.  A limited number of proposals will be funded by the Office of the Vice President for Research.  Awards are for single investigators in the amount of $5,000 for a project period of one year.

## Due Date.  Proposal documents are due by 5:00 p.m. on Monday, December 9, 2024.

## Proposal Preparation and Submission Instructions.

### Pre-Registration and Submission of the NOIS: Prior to submission of your proposal the following will need to be completed by November 29th, in RIT's grant management system, Novelution:

- Create a **New Proposal Record** (instructions found [HERE](#))
- Project title must start with "**GWBC2025: __**" followed by a concise title that conveys the primary purpose of the proposal. Using the "GWBC2025" prefix is necessary to confirm your pre-registration for the Grant Writer's Boot Camp.
- Submit **Notice of Intent to Submit** (NOIS) (instructions found [HERE](#))
  a. Due November 29th
  b. Add any dietary restrictions or if you require interpreting services in the *Additional Comments* Box at the end of the NOIS.
- Release of Salary Information for Sponsored Research in Oracle (instructions found [HERE](#)).
- Submitting a NOIS pre-registers you for the Grant Writer's Boot Camp and provides you with a proposal record number.

### Registration and Seed Funding Proposal Submission Instructions: In order to register and submit your proposal all components of the Proposal Sections will need to be completed by December 9th, 2024 in Novelution. Please make sure you navigate to the proposal record created during pre-registration.

### Proposal Format. Use a font size no smaller than 11 point and one-inch margins.

## Proposal Sections:

### Screening and Compliance Questions. Complete all Screening and Compliance questions asked in the proposal record in Novelution. For instructions on how the complete this section the can be followed [HERE](#).

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Project Narrative.  The project narrative may be up to four pages long and should be written in plain language for reviewers who are not specialists in your field. A single pdf file using the following naming convention: *[PI last name]_[College acronym]_GWBC2025.pdf*  is required. Upload the Project Narrative to "Draft Scope of Work / Project Narrative / Research Strategy / Project Description" under the **Research Content and Other Proposal Documents** section in Novelution.

The narrative should contain the following sections:

1. **Cover sheet**.  Include a cover sheet with the project title, name of the investigator, position title, department and college, and email address. Cover sheet is required and is not included in the four-page Project Narrative limit.
2. **Summary**. Suggested length a half page. Provide the following:
   a. an overview of the activity and a statement about the objectives and methods to be employed,
   b. a statement on the intellectual or scientific merit of the proposed activity to advance knowledge and solve problems, and
   c. a statement on the relevance of the proposed activity to society and potential benefits of project outcomes
3. **Scope of Work**.  Suggested length: no more than two-and-a-half pages. This section should include the following, as appropriate:
   a. research question or problem to be addressed and specific objectives,
   b. the expected significance and preliminary data if applicable,
   c. approach, method, and timeline of activities,
   d. broader impacts
4. **Research Agenda**.  This section should 1) identify specific external funding programs the proposer will apply to as a result of the seed funding, 2) describe how addressing the research question or problem will help you to establish a research agenda and enable successful applications for external funding, and 3) provide the background and context of how this project relates to any larger efforts as applicable. *Suggested length: no more than one page.*
5. **References**.  Include up to one page of relevant references. References are required and is not included in the four-page Project Narrative limit.

Budget and Justification.  Use the *GWBC Budget Template* HERE to develop your budget and the *Budget Justification Non-Federal Template* HERE for your justification. Amend as appropriate. Upload the Budget and Budget Justification to the "Other Proposal Documents" under the **Research Content and Other Proposal Documents** section in Novelution. Later, it will be uploaded to the correct location by the assigned SRS pre-award representative. Include with your submission a budget and justification for the following allowable costs:

- **Students**. Include any student assistants, noting the hours and the hourly rate used in your department.
- **Equipment and Supplies**. Identify items to be purchased and their purpose and the cost of each item. Seed funds may not be used to purchase computers.
- **Travel**. Describe the purpose of any travel and identify the destination, airfare/mileage costs, lodging, meals, and other costs.
- **Other Costs**. Include costs that do not fit in the above categories, with a description.
- **Indirect Costs.** Are not to be included.

- **Unallowable Costs**. This program will not fund PI salary. Reasonableness of the budget is a review criterion.

RIT Community Abstract**.** A non-confidential, non-technical description of the work to be conducted at RIT. *1000-character limit (spaces included).*

Personnel**.**  Upload your Biosketch in the **Personnel** section by clicking the pencil icon under Action. Provide a biosketch in a similar format used by NSF, NIH, or other sponsor as appropriate to the proposer's area of research.

Project Pitch Slides.  Use the Project Pitch Slide template HERE to develop your slides.  The template includes an introduction slide with brief instructions. A single PowerPoint file with the naming convention of: *[PI last name]_[College acronym]_ProjectPitch.ppt* is required. Project Pitch Slides will be uploaded to "Other Proposal Documents" under the **Research Content and Other Proposal Documents** section in Novelution.

Institutional Commitment Letter**.** A letter of endorsement from your Department Chair is required as a part of participation in the RFP and Grant Writer's Boot Camp. Under "Letter of Commitment Type" in the **Research Content and Other Proposal Documents** section select "Nonstandard letter of commitment to be signed". Then upload the required Department Letter of Endorsement. Letters must follow the format indicated in the template letter HERE.

Notification of the Award.  The number of seed funding awards is subject to the quality of proposals received.  Funding decisions will be announced in March.  Awards are expected to run from June 1, 2025, through May 31, 2026.

Contact. Any questions please email preaward@rit.edu.