UCF Seed Funding Program

The Office of Research is sponsoring a university-wide Seed Funding Program for UCF faculty that encompasses multiple and diverse approaches directed at enhancing the visibility and recognition of our faculty members and promoting competitiveness in attracting external funding.

Centrally coordinated by the Office of Research, the program includes the creation of a Seed Funding Faculty Board – composed of faculty from UCF colleges and centers and a Seed Funding Research Forum Day – to present seed funding proposals and results of previously funded awards.

A total of $1 million will be centrally allocated (from the Office of Provost and the Office of Research) for this program to consolidate the following seed award categories:

**Exploratory Research (ER) Awards (total funding = $600,000/year)**

These awards are intended for UCF researchers (PIs) to initiate new high risk, high reward activities, which will strengthen faculty credentials and make them more competitive by allowing them to prepare preliminary data prior to submission of external grant funding applications appropriate to their discipline. The program is divided in two sub-categories, with an award specifically designed for PIs to apply for time on shared research facility equipment to gather preliminary data for proposals, editorial review comments, or test feasibility of partnerships with industry.

Funding allocation and expected number of awards by category:

- **ER1. Exploratory Research Award**
  A total of $580,000 will be awarded upon availability of funds. Fifteen to twenty proposals are expected to be granted during the current fiscal year.

- **ER2. Shared Research Facility Usage Award**
  A total of $20,000 will be awarded upon availability of funds. Approximately ten proposals are expected to be granted during the current fiscal year.

**Interdisciplinary Research (IR) Awards (total funding = $400,000/year)**

These awards are intended as follows: IR1) For UCF researchers to encourage new or expanding teams to engage in convergence activities that lead to externally funded grants requiring preliminary data and proof of established multi-PI engagement. This program will promote research that can only be achieved through collaboration, and IR2) To enhance the capabilities of existing convergent research teams to develop compelling strategies for future funding, focusing on conceptualization approaches for expansion of the team into a research center or equivalent, which may include brainstorming meetings, organizational meetings, scientific workshops designed to define a research theme, team expansion activities, development of partnerships, collaborations with industry, integration of research with education, and promotion of national and international partnerships.

Funding allocation and expected number of awards by category:

- **IR1. Interdisciplinary Team Building Awards**
  A total of $200,000 will be awarded upon availability of funds. Two to four proposals are expected to be granted during the current fiscal year. Funding should be commensurate with the total number of PIs composing the teams. Teams of 3-4 members are encouraged.
IR2. Interdisciplinary Team Enhancement Awards

A total of $200,000 will be awarded upon availability of funds. Two to five proposals are expected to be granted during the current fiscal year.

UCF Seed Funding Program Application Process

ER1. Exploratory Research Award

Description: The Office of Research is sponsoring an exploratory research awards program for UCF researchers (PIs) to initiate new high risk, high reward activities, which will strengthen faculty credentials and make them more competitive by allowing them to prepare preliminary data for submission of external grant funding applications appropriate to their discipline. All proposals must clearly address this objective. Proposals for activities related to the applicant's past research must show how the proposed research differs from past research, and clearly enhances and diversifies the faculty member's research agenda.

Eligibility: All UCF employees eligible to submit proposals through the OR and who are exploring new areas of research. Two faculty can team for this program if necessary to explore a new research area by combining complementary expertise. Each faculty member may submit or be included in only one proposal. Awardees by this program within the previous 3 years are not eligible.

Funding: A total of $580,000 will be awarded upon availability of funds. Fifteen to twenty proposals are expected to be granted during the current fiscal year.

Required Application Process: All sections of the application should be compiled as a single document (single spaced, Times New Roman 11 pt or Arial 10 pt, 1” margins). Complete applications must be submitted to the InfoReady submission portal by the deadline.

Proposal Submission deadline: October 15th.

Each application must contain the following components in this order:

1. Application Cover Page: PI(s) Information: (Name, Title, Affiliation, Email, Phone), department, proposal title, proposal start and end dates, budget total.

2. Project Description: The Project Description may not exceed 3 pages and must contain the following elements:

   (i) Background Statement: Include a brief statement on related prior work and clearly differentiate from previous research foci.

   (ii) Statement of Objectives: Identify a clear relationship with background statement methodology and note significance of anticipated results.

   (iii) Plan of Work: Provide an appropriate plan for meeting objectives, with a clear explanation of procedures, activities, time line and milestones; if appropriate, include plan for effective human/animal use and safety.

   (iv) Description of follow-up activities, such as a proposal for externally funded research, a book, or juried exhibition must be included in the plan. For future proposal submission please include the following: Title of large RFP / funding program, agency, projected deadline date, description of how your research relates to the RFP or program’s goals. Please include all possible funding sources.

   (v) For multi-PI proposals, provide a clear plan of collaboration among PIs.
3. **References Cited**: This section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 3-page Project Description. (No page limit).

4. **Budget**: Please complete the **Standard** budget template provided under “Available Documents”. All requested funds (e.g., travel, student support, consumables) must be integral to the research and not available within the department, college, institute, or center. Funds may not be used for travel to attend conferences. Funds may not be used for dual compensation or overload.

5. **CV (PIs/CoPIs)** in **NSF** or **NIH** format.

   **Senior/Key Personnel**: If applicable, a summary of other key personnel may be included, in addition to the PI and Co-PI biosketches.

6. **Letters of Support** (no page limit): If applicable, please include letters of support from collaborators.

7. **History of previous seed funding** received from any UCF internal sources (OR/college/department) during the last 3 years and outcome (how many proposals written and whether funded). OR internal sources include VPR Advancement of Early Career Researchers (AECR) and Salary Support for Large Proposal Development.

**Submission Instructions**:

- Go to the InfoReady website at: [https://ucf.infoready4.com/#competitionDetail/1794941](https://ucf.infoready4.com/#competitionDetail/1794941)
- Click on “Apply”
- Click on “University of Central Florida Login” blue box and type in your NID and password
- Fill out all required information
- Upload the full application, including the budget, as a single document
- Submit application
- You will receive an automatic email confirming your application has been successfully submitted.

**Review process, criteria, and announcement of Awards**:

- **Review Criteria**: Proposals will be evaluated according to the following criteria: i) Potential impact of the proposed research on the faculty member’s research program, ii) Technical merit of the proposed research, iii) Plan of work, iv) Potential benefit to the University, and v) Feasibility of future funding appropriate to discipline.

- **Review process**: Individual reviews will be used to evaluate the merit of proposals. A panel will then jointly discuss evaluations and presentations to produce a recommendation for funding of the most competitive proposals.

- **Announcement of Awards**: Awards will be announced no later than November 27th.

**Deliverables**: Recipients of funding for this program must submit a final report to the Vice President for Research within six months of the end of the award period. This report should include an abstract of the completed work. A suggested template for the final report is available.

The UCF Faculty Senate Research Council will perform an annual assessment of the value of this program to the university by conducting a review of the final reports of the previous year’s awards, aided by additional follow-up material requested from their authors. This review will be made available to the Chairs, Deans of the Colleges, Center Director, Vice President for Research, Provost, and President.

**Proposal Presentation at The Faculty Research Forum Day**: Funded PIs must present their efforts under this
award at the soon to be initiated faculty research forum day. Funded PIs are required to serve as OR reviewers during subsequent award periods.

*Failure to comply with the indicated deliverables will result in disqualification in participation in OR seed funding programs in the future.*

**Questions:** For questions regarding this program, please contact Debra Reinhart, Associate VP for Research and Scholarship ([debra.reinhart@ucf.edu](mailto:debra.reinhart@ucf.edu))

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**UCF Seed Funding Program Application Process**

**ER2. Shared Research Facility Usage Award**

**Description:** The Office of Research is sponsoring a seed award program for UCF researchers to apply for time on shared research facility equipment to gather preliminary data for proposals, editorial review comments, or test feasibility of partnerships with industry.

**Eligibility:** Full-time UCF Faculty without budget for shared facility use. Requests to supplement existing funded projects for which analysis funding has been exhausted do not qualify.

**Funding:** A total of $20,000 will be awarded upon availability of funds. Approximately 10-12 proposals are expected to be granted during the current fiscal year.

**Deadline:** No deadline, apply any time.

**Required Application Process:** All sections of the application should be compiled as a single document (single spaced, Times New Roman 11 pt or Arial 10 pt, 1” margins). Complete applications must be submitted to Debra Reinhart ([debra.reinhart@ucf.edu](mailto:debra.reinhart@ucf.edu)).

Submit a one-page application with the following information:

1. PI information (Name, Title, Affiliation, Email, Phone)
2. Project title
3. Project start and end dates.
4. Project description up to 500 words
5. Expected outcomes including future proposal submission if applicable (Title of RFP/funding program, agency, projected deadline date)
6. Budget for instrument use
7. Trained user(s) or shared facility employee(s) to operate the instruments

Additional Information: Please submit (i) CV (in NSF or NIH format) and (ii) List of proposals submitted during the last two years period (Title, agency, project period, amount, status).

**Deliverables (within six months of end of funding period)**

Recipients of funding for this program must submit a final report to the Vice President for Research within six months of the end of the funding period. This report should include an abstract of the completed work along with the following information:

1. Proposal submitted
2. Publication with acknowledgment of seed funding
3. Summary of results from use of facility

Failure to comply with the indicated deliverables will result in disqualification in participation in OR seed funding programs in the future.

Questions: For questions regarding this program, please contact Debra Reinhart, Associate VP for Research and Scholarship (debra.reinhart@ucf.edu)

UCF Seed Funding Program Application Process

IR1. Team Building Award

Description: The Office of Research is sponsoring a program for UCF researchers to encourage new or expanding teams to engage in convergence activities that lead to externally funded grants requiring preliminary data and proof of established multi-PI engagement. This program will promote research that can only be achieved through collaboration.

Eligibility: All UCF employees eligible to submit proposals through the OR.

Funding: A total of $200,000 will be awarded upon availability of funds. Two to four proposals are expected to be granted during the current fiscal year. Funding should be commensurate with the total number of PIs composing the teams. Teams of 3-4 members are encouraged.

Notice of Intent (required): A notice of intent of submission to this program should be received by the Office of Research by October 1. A one-paragraph description of the project and composition of the team of PIs should be included in an email to be sent directly to Debra Reinhart, Associate VP for Research and Scholarship (debra.reinhart@ucf.edu). The OR will provide quick feedback on the appropriateness of the proposed activities considering the scope of this program.

Required Application Process for full proposal: All sections of the application should be compiled as a single document (single spaced, Times New Roman 11 pt or Arial 10 pt, 1” margins). Complete applications must be submitted to the InfoReady submission portal by the deadline.

Proposal Submission deadline: October 15th.

Each application must contain the following components in this order:

1. Application Cover Page: PI(s) Information: (Name, Title, Affiliation, Email, Phone), department, proposal title, proposal start and end dates, budget total.

2. Project Description: The Project Description may not exceed 5 pages and must contain the following elements:
   (i) Background Statement: Include a brief statement on related prior work and how teaming will advance the competitiveness for external funding.
   (ii) Statement of Objectives: Identify a clear relationship with background statement methodology and alignment with criteria.
   (iii) Plan of Work: Provide an appropriate plan for meeting objectives, with a clear explanation of procedures, activities, time line; if appropriate, include plan for effective human/animal use and safety.
Provide detailed plan on collaboration activities, contributions of each PI to the project, and why a team is needed to accomplish the research.

(iv) **Description of follow-up activities**, such as a proposal for externally funded research, must be included in the plan. For future proposal submission please include the following: Title of large RFP / funding program, agency, projected deadline date, description of how your research relates to the RFP or program’s goals. Please include all possible funding sources.

3. **References Cited**: This section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 5-page Project Description. (No page limit).

4. **Budget**: Please complete the Standard budget template provided under “Available Documents”. All requested funds (e.g., travel, student support, consumables) must be integral to the research and not available within the department, college, institute, or center. Funds may not be used for travel to attend conferences. Funds may not be used for dual compensation or overload.

5. **CV (PIs/CoPIs) in NSF or NIH format.**
   
   Senior/Key Personnel: If applicable, a summary of other key personnel may be included, in addition to the PI and Co-PI biosketches.

6. **Letters of Support** (no page limit): If applicable, please include letters of support from collaborators.

7. **History of previous seed funding** received by the participating PIs from any UCF internal sources (OR/college/department) during the last 3 years and outcome (how many proposals written and whether funded). OR internal sources include VPR Advancement of Early Career Researchers (AECR) and Salary Support for Large Proposal Development.

**Submission Instructions:**

- Go to the InfoReady website at: [https://ucf.infoready4.com/#competitionDetail/1794949](https://ucf.infoready4.com/#competitionDetail/1794949)
- Click on “Apply”
- Click on “University of Central Florida Login” blue box and type in your NID and password
- Fill out all required information
- Upload the full application, including the budget, as a **single document**
- Submit application
- You will receive an automatic email confirming your application has been successfully submitted.

**Review process, criteria, and announcement of Awards:**

**Review Criteria**: Proposals will be evaluated according to the following criteria: i) Relevance: Link to national and state priorities, ii) Technical and scientific merit, iii) Engagement and impact, iv) Qualifications of PIs, v) Evidence of an integrative team with an appropriate mix of perspectives, and vi) Likelihood of significant externally funded research.

**Deliverables**: Recipients of funding for this program must submit a final report to the Vice President for Research within six months of the end of the funding period. This report should include an abstract of the completed work, a list of joint publications submitted or in preparation, and proposals submitted or planned. A **suggested template for the final report** is available.

The UCF Faculty Senate Research Council will perform an annual assessment of the value of this program to the university by conducting a review of the final reports of the previous year's awards, aided by additional
follow-up material requested from their authors. This review will be made available to the Chairs, Deans of the Colleges, Center Director, Vice President for Research, Provost, and President.

**Proposal Presentation at The Faculty Research Forum Day:** Funded PIs must present their efforts under this award at the soon to be initiated faculty research forum day. Funded PIs are required to serve as OR reviewers.

* Failure to comply with the indicated deliverables will result in disqualification in participation in OR seed funding programs in the future.

**Questions:** For questions regarding this program, please contact Debra Reinhart, Associate VP for Research and Scholarship (debra.reinhart@ucf.edu)

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**UCF Seed Funding Program Application Process**

**IR2. Interdisciplinary Team Enhancement Award**

**Description:** This award will be made to teams of PIs who provide evidence of previous collaboration as measured by scholarly results. The goal is to pave the way for interdisciplinary research groups to compete for external center-like funding. Funding is intended to enhance the capabilities of existing convergent research teams to develop compelling strategies for future funding. The topic must have national importance and be relevant to UCF research priorities. Award activities should focus on conceptualization approaches for expansion of the team into a research center or equivalent and may include brainstorming meetings, organizational meetings, scientific workshops designed to define a research theme, team expansion activities, development of partnerships, collaborations with industry, integration of research with education, and promotion of national and international partnerships, but is not intended to directly support research activities of the team.

**Eligibility:** All UCF employees eligible to submit proposals through the OR.

**Funding:** A total of $200,000 will be awarded upon availability of funds. Two to five proposals are expected to be granted during the current fiscal year.

**Notice of Intent (required):** A notice of intent of submission to this program should be received by the Office of Research by October 1. A one-paragraph description of the project and composition of the team of PIs should be included in an email to be sent directly to Debra Reinhart, Associate VP for Research and Scholarship (debra.reinhart@ucf.edu). The OR will provide quick feedback on the appropriateness of the proposed activities within the scope of this program.

**Required Application Process for full proposal:** All sections of the application should be compiled as a single document (single spaced, Times New Roman 11 pt or Arial 10 pt, 1” margins). Complete applications must be submitted to the InfoReady submission portal by the deadline.

**Proposal Submission deadline:** October 15th.

Each application must contain the following components in this order:

1. **Application Cover Page:** PI(s) Information: (Name, Title, Affiliation, Email, Phone), department, proposal title, proposal start and end dates, budget total.

2. **Project Description:** The Project Description may not exceed 5 pages, and must contain the following elements:

   (i) **Background Statement:** Describe the compelling research theme. Include a brief statement on how the existing team will be further enhanced to advance the competitiveness for external funding, within
the perspective of attracting center-like grants.

(ii) **Statement of Objectives**: Identify a clear relationship with background statement methodology and alignment with criteria.

(iii) **Plan of Work**: Provide an appropriate plan for meeting objectives, with a clear explanation of procedures, activities, timeline etc. Provide detailed plan describing collaboration activities and milestones associated with the goals of the conceptualization plan.

3. **References Cited**: This section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 5-page Project Description. (No page limit).

4. **Budget**: Please complete the **Standard** budget template provided under “Available Documents”. All requested funds (e.g., travel, student support, consumables) must be integral to the conceptualization plan and not available within the department, college, institute, or center. Funds may not be used for travel to attend conferences, unless a clear plan for developing partnerships under the umbrella of a conference are included (e.g., organization of a work session during a conference). Funds may not be used for dual compensation or overload.

5. **CV (PIs/CoPIs)** in NSF or NIH format.

   **Senior/Key Personnel**: If applicable, a summary of other key personnel may be included, in addition to the PI and Co-PI biosketches.

6. **Letters of Support** (no page limit): If applicable, please include letters of support from collaborators.

7. **History of previous seed funding** received by the participating PIs from any UCF internal sources (OR/college/department) during the last 3 years and outcome (how many proposals written and whether funded). OR internal sources include VPR Advancement of Early Career Researchers (AECR) and **Salary Support for Large Proposal Development**.

**Submission Instructions:**

- Go to the InfoReady website at: [https://ucf.infoready4.com/#competitionDetail/1794943](https://ucf.infoready4.com/#competitionDetail/1794943)
- Click on “Apply”
- Click on “University of Central Florida Login” blue box and type in your NID and password
- Fill out all required information
- Upload the full application, including the budget, as a single document
- Submit application
- You will receive an automatic email confirming your application has been successfully submitted.

**Review process, criteria, and announcement of Awards:**

**Review Criteria**: Proposals will be evaluated according to the following criteria: i) Relevance: Link to national and state priorities, ii) Engagement and impact, iii) Qualifications of PIs, iv) Evidence of collaboration among PIs such as publications, funding, joint students, etc., v) Evidence of enhancement strategies, vi) Feasibility of the conceptualization plan and proposed milestones, vii) Quality of proposed partnerships, and viii) Potential for return on investment.

**Deliverables**: Recipients of funding for this program must submit a final report to the Vice President for Research within six months of the end of the funding period. This report should include an abstract of the completed work, a list of joint publications submitted or in preparation, and proposals submitted or planned.
A suggested template for the final report is available.

The UCF Faculty Senate Research Council will perform an annual assessment of the value of this program to the university by conducting a review of the final reports of the previous year's awards, aided by additional follow-up material requested from their authors. This review will be made available to the Chairs, Deans of the Colleges, Center Director, Vice President for Research, Provost, and President.

Proposal Presentation at The Faculty Research Forum Day: Funded PIs must present their efforts under this award at the soon to be initiated faculty research forum day. Funded PIs are required to serve as OR reviewers.

Failure to comply with the indicated deliverables will result in disqualification in participation in OR seed funding programs in the future.

Questions: For questions regarding this program, please contact Debra Reinhart, Associate VP for Research and Scholarship (debra.reinhart@ucf.edu)