Seed Money Grant Application

Date __________________________

APPLICANT: Name _____________________ Rank __________ Phone_______________

Department _______________________ Number of Full Years on UH Faculty/Staff __________

During grant period, will you be on sabbatical leave or leave without pay? Yes (  ) No (  )

If yes, indicate type and period of leave: ____________________________________________
_____________________________________________________________________________

PURPOSE: Funds are to be used : _________________________________________________
_____________________________________________________________________________

PROJECT: title : _______________________________________________________________

Total Amount Requested: _________________________

PRINCIPAL INVESTIGATOR CERTIFICATIONS:

Does this proposal require and/or involve:

Yes No

[ ] [ ] 1. The use of human subjects? Date of CHS application _______ or CHS # ____________

[ ] [ ] 2. The use of animal subjects? Date of IACUC application _______ or Approval # _______

   Attach LAS cost estimate.

[ ] [ ] 3. The use of compressed-gas (SCUBA) diving, recombinant DNA, radioactive material, or other hazardous material? If yes, submit approval of the Environmental Health and Safety Office with this proposal.

[ ] [ ] 4. The use of proprietary/confidential information? If yes, provide details on a separate sheet. Clearly identify any such information found in this proposal.

RISK MANAGEMENT

If your answer is yes to any of the following questions, submit a copy of insurance policies or other documentation that mitigates the risk to the University. Submissions should include the minimum/maximum insurance coverage, the name(s) of the insured, and any limitations to the policy.

Yes No

[ ] [ ] 1. The use of medical professionals with human subject contact?

[ ] [ ] 2. Research dealing with HIV, infections diseases, blood borne pathogens, etc.
3. Hazardous working conditions, i.e., use of firearms, uncertain terrain, explosives, fire, and other safety hazards?

4. The use of watercraft (research vessels)?

Please refer to guidelines for specific instructions. (Please complete the following or submit a separate sheet for your proposal budget items) Budget for the sum requested is as follows:

### A. PERSONNEL SERVICES

<table>
<thead>
<tr>
<th>NAME/ Role on Project</th>
<th>Type (months)</th>
<th>% effort</th>
<th>Salary requested</th>
<th>Fringe benefits</th>
<th>Totals</th>
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What services are to be performed? Please justify:

- 
- 
- 

(Use additional sheets, if needed) Total Personnel Services $ _____________

### B. OTHER CURRENT EXPENSES - Itemized Expendable items.

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<th>Item</th>
<th>Cost</th>
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<tr>
<td>Item</td>
<td>Cost</td>
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<tr>
<td>Item</td>
<td>Cost</td>
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</tbody>
</table>

Why are these items needed in your research project?

- 
- 
- 

(Use additional sheets, if needed) Total Current Expenses $ _____________
C. EQUIPMENT - Itemized

Any single item that costs $5,000 or more with a life expectancy of over a year is classified as equipment.

Item ___________________________________________________   Cost __________ 
Item ___________________________________________________   Cost __________ 

Installation cost for equipment: (Estimate from Facilities Management) _______________

Total Equipment and Installation   Cost $ ______________

Why is equipment needed and how will it be used in your project? Is equivalent equipment available to you within the University?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
(Use additional sheets, if needed)

If equipment requires electrical and/or plumbing connections or existing lines, the approval of the Vice Chancellor for Administrative Affairs is required:

Vice Chancellor, Administrative Affairs : ____________________________________________

D. TRAVEL

For the purpose of completing the research project only; sabbatical travel not related to the project is ineligible.

Destination
___________________________________________________________________________

Dates of Travel
________________________________________________________________________

Estimated Cost: Travel _________________ Per Diem _____________________

Total Travel + Per Diem $ __________________

Why is travel required?
_____________________________________________________________________________

_____________________________________________________________________________
(Use additional sheets, if needed)         TOTAL REQUEST $ __________________
E. SIGNATURE OF APPLICANT:
____________________________________________________________

F. STATEMENT BY DEPARTMENT CHAIR*
____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

SIGNATURE OF DEPARTMENT CHAIR:
____________________________________________________________

Print Name: __________________________________________________________________

SIGNATURE OF DEAN/DIRECTOR:
____________________________________________________________

Print Name __________________________________________________________________

*Statement and signature required to insure that the application has been reviewed and that administrative and financial implications have been considered and approved. A supplemental statement by the department chair will be welcomed by the UHH Research Council.

Action recommended by UHH Research Council
____________________________________________________________________________
_____________________________________________________________________________

Date __________________________
REQUIRED ATTACHMENTS:

1. A project narrative, not to exceed five pages (References are not included in this limit). Print type should be legible and must be at least 10 points. **Members of the review committee are not experts in your field, so be as clear as possible in your narrative.** It is strongly recommended that you do not use text taken directly from a NSF or NIH proposal. The narrative should include the following:
   a. A project summary.
   b. A clear and concise description of the project to be undertaken, its relationship to other work in the field and to previous work you have completed. Provide an overall perspective, explaining why you think this work should be supported.
   c. A description of the methods to be employed in this project.
   d. A statement of the accomplishments that can be reasonably be expected during the grant period.

2. Describe how the seed-money grant will strengthen your potential for obtaining extramural funding. Include probable sources of funds as well as approximate dates and amounts to be requested. The proposal will be ineligible if this item is omitted.

3. A brief Curriculum Vitae, including:
   a. A list of all your publications or creative works in the past five years. Indicate with an asterisk any publication(s) or creative works supported by previous UHH (or University) Research Council grants. Include any published reviews of your work.
   b. A list of extramural grants received in the past five years, including current grants and pending proposals, giving agencies, amounts, and grant period/date submitted. Please indicate whether you are the principal investigator or co-investigator and the relationship between the extramural grant and seed-money request.

4. If you have received any previous seed-money grants, please attach a statement describing your accomplishments and the resulting extramural funding.

5. If you received any start-up funds when you joined the University, a statement describing their current status.