**2024-2025 CHHS Seed Grant Program Application**

**Cover Sheet**

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| **NAME:**  **DEPARTMENT:** | **TITLE/RANK:**  **AMOUNT REQUESTED:** |

Instructions: **This coversheet is to be completed and signed by the applicant(s) and unit head(s).**

**\_\_\_\_\_** I/we confirm that the proposal is limited to three pages (single-spaced), excluding cover sheet, budget, vitas, and information on target funding sources.

**\_\_\_\_\_** I/we confirm that a copy of the face page (or other identifiable information) of the RFP or solicitation being targeted is included in the appendix.

**\_\_\_\_\_** I/we confirm that the proposal budget is $15,000 or less and expenditures are directly related to the Proposal’s scope of work.

**\_\_\_\_\_** I/we have attached to this Proposal a copy of the relevant brief biosketch (3 pages max) and the face page of the RFP or solicitation document being sought through the use of these award funds.

**\_\_\_\_\_** I/we understand that the goal of this funding is to produce pilot or other data needed for a highly competitive external funding proposal or Proposal. This proposal is expected to be submitted within 1.5 years of receipt of the seed grant.

**\_\_\_\_\_** I/we understand that a final report, due to the CHHS Associate Dean for Research by June 30, 2025, including an electronic copy of the submitted proposal or date of anticipated submission of the external grant proposal. If the external proposal is not submitted with the final report, I/we will contact the Associate Dean when the external proposal has been submitted.

**\_\_\_\_\_** Request for an extension of the final report should be made to the Associate Dean prior to March 1, 2025.

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Unit Head(s) Signature Date

**Seed Grant Review**

**Reviewer Name:**

**Proposal Title:**

**PI(s):**

**Proposal Review**

**Review Process:**

Each proposal will be assigned three reviewers. Preliminary scores for both the four seed grant criteria and the overall impact will be provided by reviewers for each proposal they are assigned in advance of the CHHS Research Committee meeting. Proposals and preliminary scores will be discussed in committee, and committee members can adjust preliminary scores after discussion if they wish. Funding recommendations made to the CHHS Executive Committee will be determined on the basis of final scores following our discussions.

**Guidance on the Proposal Scoring System:**

Calibrating scores is always a challenge. The full range of scores should be considered by reviewers, although one would naturally expect fewer scores of 1 or 9. As starting point, it is recommended that you begin with a score in the range of a 5 (*“Good”-a strong proposal with at least one moderate weakness*), and adjust up or down on the basis of the number and magnitude of strengths and weaknesses for both the four criteria and the overall impact. You can “recalibrate” scores prior to submission by reviewing the number and magnitude of strengths and weaknesses and checking that your score aligns with your narrative/comments. This written feedback is very much appreciated by the applicants and will only be shared anonymously.

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| --- | --- | --- |
| **Score** | **Descriptor** | **A****dditional Guidance on Strengths/Weaknesses** |
| **1** | Exceptional | Exceptionally strong with essentially no weaknesses |
| **2** | Outstanding | Extremely strong with negligible weaknesses |
| **3** | Excellent | Very strong with only some minor weaknesses |
| **4** | Very Good | Strong but with numerous minor weaknesses |
| **5** | Good | Strong but with at least one moderate weakness |
| **6** | Satisfactory | Some strengths but also some moderate weaknesses |
| **7** | Fair | Some strengths but with at least one major weakness |
| **8** | Marginal | A few strengths and a few major weaknesses |
| **9** | Poor | Very few strengths and numerous major weaknesses |

**Minor Weakness:** An easily addressable weakness that does not substantially lessen impact

**Moderate Weakness:** A weakness that lessens impact

**Major Weakness:** A weakness that severely limits impact

**Proposal Review Criteria**

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| --- | --- |
| Ratings | **Score** |
| **Scientific Merit**  Degree to which the proposed idea addresses a need in one’s discipline and is conceptually adequate to successfully compete for the desired funding source.  *Strengths:*  *Weaknesses:* |  |
| **Coherent Plan for the development of the external grant proposal**  Degree to which Proposal narrative describes a coherent plan for developing the external grant Proposal. This can include a mentoring plan or description of other mechanisms for obtaining feedback to increase the likelihood of preparing a competitive external Proposal.  *Strengths:*  *Weaknesses:* |  |
| **Clarity of Proposal Narrative**  Degree to which Proposal narrative describes a coherent plan and timeline for developing the needed idea, pilot data, etc. to successfully compete for external funding.  *Strengths:*  *Weaknesses:* |  |
| **Alignment with External Funding Guidelines (RFA) and Personal Research Agenda**  Degree to which proposed research aligns with the goals/guidelines of the funding source being sought, with one’s personal research agenda and with, unit, college or CSU priorities.  *Strengths:*  *Weaknesses:* |  |
| **Overall Impact**  Overall Impact is not simply a fifth review criterion, nor is it necessarily the arithmetic mean of the four individual criterion scores. It represents the reviewer’s sense of the *overall quality* of the proposal.  Assigned reviewers will write a paragraph summarizing the factors that informed their Overall Impact score. This paragraph is not intended to be a summary and/or restatement of the strengths and weaknesses outlined in the critique of individual criteria. Rather, this paragraph should succinctly inform the reader (e.g., the applicant, Associate Dean for Research, CHHS Executive Committee, and Dean) of the underlying rationale for the Overall Impact score in consideration with the scored review criteria.  *Comments:* |  |