

Center for Applied Plant Sciences

2018-2019 Seed Grants - Request for Proposals

1. Introduction

We are pleased to announce that the 2018-2019 OSU Center for Applied Plant Sciences (CAPS) Seed Grant Program request for applications is now available. The CAPS mission is to build synergy that illuminates basic biological concepts and ultimately translate these into applications that offer practical solutions to important problems. CAPS provides affiliated members with support and tools for novel discoveries, commercialization and, ultimately, economic development opportunities. CAPS fosters this work by building collaborative teams, attracting world-class faculty, and actively developing partnerships with industry and government. (See <https://caps.osu.edu/about-caps>.)

The goals of the CAPS Seed Grant Program are to broaden Center affiliation and to foster nascent CAPS teams engaged in activities that build research capacity in one or more broadly-defined strategic areas (see below).

CAPS seeks to fund projects that provide interdisciplinary connections among OSU faculty, staff, students and external partners that also leverage diverse talents, expertise, and resources through collaborative work. CAPS Seed Grants are intended to generate new research activities or novel extensions of existing activities, rather than simply providing supplementary project funding. **Emphasis will be placed on teams and projects that leverage interdisciplinary research and are likely to produce tangible outputs resulting in capacity building and/or extramural funding at OSU.**

**CAPS 2018 Seed Grants at a Glance**

**Eligibility**: Faculty-student teams, preferably reflecting collaborations between multiple departments or colleges

**Due dates**: Letter of intent due: August 6, 2018  
 Full proposal due: September 21, 2018

**Total funding**: 4 to 6 awards of $25,000 to $75,000

1. Potential Topic Areas

Applications are encouraged in any areas of interest to faculty teams and their partners that relate to the CAPS program mission and stated intent of the Seed Grant Program, as described above. For additional information about the Center for Applied Plant Sciences, see <https://caps.osu.edu/>.

The Center supports interdisciplinary teams that span the continuum between basic research and practical solutions to challenges in four broadly defined Strategic Areas:

* Photosynthesis and Carbon Fixation
* Biomass and Bioproducts
* Plant Improvement and Functional Foods
* Plant-Microbe Interaction

1. Proposal Details

Teams must submit a brief **letter of intent** as described below to assure the relevance of the chosen topic, and to provide an opportunity for feedback on the concept and potential collaborators.

1. **Required Letter of Intent:** Teams must submit a letter of intent (LOI), in single spaced 12-point font with 1-inch margins, up to two pages in length. The LOI should describe how the proposed project fits with the goals of the Seed Grant program, including (a) the innovative concept and rationale, (b) the objectives, approach, and expected outcomes, (c) team qualifications, and (d) estimated total budget and matching funds (e) a clear title of the project and (f) lay summary or brief description written for a *general audience*. The LOI will be reviewed within three weeks, and must be approved before full proposal submission. The LOI may be returned to the P.I. with suggestions for revision and resubmission. Please e-mail the LOI in PDF format by August 6, 2018 at 5 PM to the CAPS Center Manager: Jessica Weitthoff ([caps@osu.edu](mailto:caps@osu.edu), 614-292-7656).
2. **Scope of Projects:** Grants will support teams of university collaborators, with or without external partners, who engage in strategic research activities that most clearly meet the goals of the Seed Grant Program.
3. **Funding Available:** The total funding available is approximately $250,000.The amount of funding for each grant may vary from $25,000 or less to a maximum of $75,000. For larger grants, we expect more leveraging of matching funds (see I. below).
4. **Fund Administration**: Grant funds will be transferred to an account designated by the department of the named Principal Investigator (P.I.), who will be responsible for administering this account.
5. **Grant Duration:** Grant funds will be issued for a period of up to one year from the effective date of the award. Time extension requests will be considered on a case-by-case basis.
6. **Mid-project review**: After providing a satisfactory mid-project progress report, the funds that have been spent against the account will be reimbursed. CAPS will provide a template for submission of these reports. Reports should be concise, written for a general audience, include appropriate graphics (e.g. photos, charts), and be suitable for publicizing CAPS activity via online and print media.
7. **Eligibility**: Teams of faculty, staff (including post-doctoral associates), students, and/or external partners may apply. The P.I. must hold an OSU appointment or be an enrolled student with a faculty or staff advisor who will assist with managing the award. If you are submitting a request and are not a PI, please list a PI sponsor or co-PI for fiscal purposes. Team members’ roles and responsibilities must be described on the team roster (see M. below), and each team member must provide a **signed commitment.** The size and structure of the teams is open, but we strongly encourage diverse, interdisciplinary teams involving multiple departments or colleges. External collaborators may include investigators from other universities.
8. **Use of Funds:** There are no restrictions on use of funds, except that funds may not be used for capital improvements or faculty salaries.
9. **Matching Funds**: Cost sharing through matching funds, either cash or in-kind, is highly encouraged, but not required. Funds may be obtained from internal sources such as the Office of Energy and the Environment, new faculty startup funds, colleges, centers, or departments, and other OSU grant programs, as well as from external partners. Please provide a document for support of matching funds. Proposals should identify the potential for securing additional support in order to continue project funding beyond the 2018-2019 academic year.
10. **Full Proposal Format**: The proposal must be in single spaced, 12-point font and 1-inch margins to ensure readability, and must be submitted as a **complete PDF document.** The proposal narrative **may not exceed 6 pages in length**, including charts, tables, graphs, and references, and brevity is encouraged. The narrative must document a compelling challenge and describe how the team will address this challenge. *Narratives should follow the following formats and headings:*
11. **Clear Proposal Title**
12. **Lay Summary** (50-word maximum): A brief description written for a *general audience*.
13. **Concept and Rationale**: Document the significance of the compelling challenge and describe how the project will address the challenge, engage OSU people and partners, build on existing work or partnerships, leverage new resources, and produce useful results.
14. **Which category does your research fall into for this seed grant**? This information can be obtained in section 2 “Potential Topic Areas”. If it falls into more than one category, please list all that apply.
15. **Objectives, Approach, and Expected Results**: Describe specifically the project objectives, how the team plans to accomplish those objectives, the expected tangible outputs, and the expected short and long term benefits or results, including how this work will enhance the potential for specific sources of external funding (in narrative or logic model format). Panel summaries of germane proposals that remain unfunded can be included as an attachment (see **M.** below)
16. **Timeline:** Provide a brief timeline for the activities and identify benchmarks that can be used to evaluate progress as part of the mid-project review.
17. **Team Qualifications**: A team can be made up of 2 or more people from different department/colleges/units. Describe the qualifications of the key team members, the capacity of the team to succeed, and how the team will achieve effective interdisciplinary collaboration. What units are they in? Is there anyone you’re trying to recruit to the project and what would be their role?
    1. Clearly label everyone on the team (Mark who the lead PI is)
       1. First Name
       2. Last name
       3. Lead PI (Only note this for one person on the team)
       4. Department
       5. College
18. **Budget Justification**: Describe how the team plans to use the grant funding as well as any matching resources to carry out the project.
    1. If you have previous CAPS funding, please include how the additional funds will be used.
    2. Describe how the activities of this year are going to match the original objectives or new objectives.
    3. Identify the fiscal officer point of contact with phone number, email, department.
    4. The budget amount should *not* include indirect costs (University overhead/F&A). This is an internal seed grant.
19. **An Appendix of Personnel (The CVs do not count towards the 6 page max).**
    1. If you are hiring people, please provide the department HR contact who will be doing the hiring.
    2. Please list if you know the candidate’s name already and who they will report to for this grant
    3. The CV format could be similar to a NIH bio sketch not to exceed 4 pages per team member (do not include full CV’s).
    4. Signatures will be required after awards have been granted.
20. **An Appendix of the Contact Information for the Lead PI:**
    1. We will need to get in contact with this person for the transferring of funds to the correct account. (see **M.** below and forms on following pages).Please provide:
       1. Name
       2. Email
       3. Phone number
       4. Department
       5. Responsibilities

Please e-mail the full proposal in PDF format by **September 21, 2018 at 5 PM** to the CAPS Center Manager, Jessica Weitthoff ([**caps@osu.edu**](mailto:caps@osu.edu), 614-292-7656).

Items to remember:

* Please title the proposal PDF as “Lead PI Last name - Title of Proposal”.
* Please copy all team members on the email
* Please make sure item “J” is followed and the narratives formats and headings are used

1. **Review Criteria:** Proposals will be reviewed according to the following criteria**:**
2. **Concept and Rationale**: Potential to advance one or more CAPS knowledge domains and expected contribution to the specified CAPS application domain(s).
3. **Technical Promise**: Likelihood of meeting or exceeding the stated project objectives.
4. **Expected Impacts:** Potential benefits; likelihood of generating external funding.
5. **Team Qualifications:** Capacity of the interdisciplinary team to perform effectively.
6. **External Collaboration:** Engagement of partners; matching resources (where applicable).
7. **Notification of Awards:** Applicants will be notified via e-mail about the outcomes of their proposals. A summary of the successful proposals will be published on the CAPS website.
8. **Proposal attachments:** Please include Appendix A and Appendix B as attachments to the application. These attachments must be completed for the application to be considered.

Additional attachments may include a brief description and relevant panel summaries of previous proposal submissions and a brief outline of how the proposed project addresses the panel concerns.

1. Expectations

The following expectations aim ensure that the research conducted is continuing successfully. This is a great way for CAPS to monitor the progress each team makes and the rate at which the grant is utilized. The following are requirements that need to be completed after receiving the grant. If the specified steps are not completed, the grant will be revoked with no further continuation of funding.

1. **Establish CAPS affiliation:** Faculty, staff, postdoctoral associates, and students must formally recognize affiliation with the Center for Applied Plant Sciences in their professional activities. This includes identifying the CAPS ORG in any ePA-005 as 0% award and 0% expenditure. **Please note that CAPS membership is not restricted to those receiving CAPS funding (See** [**https://caps.osu.edu/about-caps**](https://caps.osu.edu/about-caps) **for additional benefits and resources available to CAPS members).** Other expectations of CAPS affiliation include being willing to review CAPS fellowship and grant proposals, serve on advisory panels, and participate in both annual symposia and the ongoing CAPS seminar series.
2. **Host a monthly meeting and provide updates:** Meeting agenda and updates should be emailed to the Center Manager. Attendees should include all members of the team.
3. **Submit quarterly reports:** Provide a report with updates (Template to be provided).
4. **Submit mid-term report:** Provide a report that identifies the progress made toward the benchmarks specified in the proposal timeline.
5. **Provide content for social media:** Provide pictures for social media. Provide posts showing news that is discovered through research or sharing the progress made. Tagging CAPS in any media posts. Provide both individual and team images for the CAPS website. At a minimum, this should be provided for each report.
6. **Acknowledge CAPS support:** Acknowledge CAPS support on any abstracts, posters, manuscripts, or oral presentations relating to the research being done. Also, any publications or presentations for which the grant is used are to name CAPS, as well as use the CAPS logo.
7. **Participate in the weekly CAPS Seminar:** Anyone funded by CAPS should present at a majority of the seminars. The team lead should provide at least one presentation during the duration of the funded project within the first 6 months of receiving the award.
8. **Participate in any CAPS-sponsored Plant Biology Symposium:** This participation includes registration, attendance, and presentation of the sponsored research findings. The PI lead and participating team members should attend.

Appendix A

Please tell us who will be working on this project. Each CV can be attached individually or in one document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Members** | **Affiliation** | **Email** | **Project Roles and Responsibilities** | **CV included?** |
| PI, team lead: |  |  |  |  |
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BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED 4 PAGES.**

NAME:

POSITION TITLE:

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

| INSTITUTION AND LOCATION | DEGREE  (if applicable) | Completion Date  MM/YYYY | FIELD OF STUDY |
| --- | --- | --- | --- |
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**A. Personal Statement**

**B. Positions and Honors**

**C. Contributions to Science**

**D. Additional Information: Research Support and/or Scholastic Performance**

Appendix B - Funding

|  |  |  |
| --- | --- | --- |
| **Item (and brief description)** | **Requested Funds** | **Matching Support** |
| A. Salaries and Fringes |  |  |
| B. Supplies |  |  |
| C. Equipment |  |  |
| D. Outreach |  |  |
| E. Travel |  |  |
| F. Services |  |  |
| G. Other |  |  |
|  |  |  |
| Totals | **………………………….**  **($75,000 maximum)** | **……………………..** |