SEEDS: The CFAES Research Competitive Grants Program

Fiscal Year 2020
Request for Proposals
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Request for Submission of Research Proposals

This is an invitation to submit research proposals to SEEDS: The CFAES Research Competitive Grants Program for fiscal year 2020.

The Ohio State University’s College of Food, Agricultural and Environmental Sciences (CFAES) employs nearly 650 scientists and staff members who support CFAES’s research mission throughout the state. With a presence across the state of Ohio, including Columbus, Wooster, and nine research stations, the Ohio Agricultural Research and Development Center (OARDC) is CFAES’s comprehensive research enterprise. CFAES scientists work closely with researchers in Ohio State’s Colleges of Education and Human Ecology, Veterinary Medicine, and Arts and Sciences.

At any given time, CFAES researchers are engaged in more than 400 research projects. These research projects are centered around the CFAES Grand Challenges:

- Sustainability
- One health
- Rural-urban interface
- Leadership

SEEDS funds are to be used to explore creative ideas and to initiate novel research programs that are attractive to external sponsors and that are consistent with the mission of CFAES. By providing SEEDS money to develop the necessary preliminary data for a strong extramural grant application or by matching funds to leverage additional external funding, SEEDS has proven to be a valuable program for CFAES scientists.

**SEEDS awards are intended to accomplish the following objectives:**

- Increase the competitiveness of researchers in extramural grant programs
- Enhance and encourage creative and innovative research
- Encourage partnerships with industry and other stakeholders
- Encourage the development of interdisciplinary teams
- Encourage international collaborations

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**CFAES Research Committee Members**

- Macdonald Wick, Animal Sciences, Chair-Elect
- Kristina Boone, Ohio State Agricultural Technical Institute
- Amanda Bowling, Agricultural Communication, Education and Leadership
- Joyce Chen, Agricultural, Environmental and Developmental Economics
- Matt Davies, School of Environment and Natural Resources
- Gary Gao, The Ohio State University Extension
- Dennis Heldman, Food Science and Technology
- Jordan Hoewischer, Ohio Farm Bureau Federation
- Reed Johnson, Entomology
- Alex Lindsey, Horticulture and Crop Science
- Melanie Prarat, Ohio Department of Agriculture
- Robert Scharff, College of Education and Human Ecology
- Qiuhong Wang, Food Animal Health Research Program
- Ye Xia, Plant Pathology
- Lingying Zhao, Food, Agricultural and Biological Engineering
- Gary Pierzynski, Associate Dean for Research and Graduate Education, College of Food, Agricultural and Environmental Sciences, Ex-Officio
- Lori Kaser, Grants and Contracts Administrator, College of Food, Agricultural and Environmental Sciences, Ex-Officio

All questions regarding SEEDS funding should be directed to:

- Melissa Burant
  Grants & Contracts Specialist
  614-292-5748
  seeds@osu.edu
  oardc.osu.edu/seeds
Section 1: Grant Competition Categories

1.1 SEEDS Grant Competition
Investigators choosing to submit a proposal to the SEEDS Competition must select one of the following tracks: Early Career Investigator or Team Science.

Investigators are eligible to be PI on one active SEEDS project and Co-PI on one active SEEDS project at any given time, regardless of the track (Early Career or Team). Investigators (PIs and Co-PIs) are therefore eligible for two total SEEDS grants. Adjunct and emeritus faculty are not eligible to serve as an investigator.

This competition rewards proposals that develop new methods or that explore new, substantive areas of research. It is not intended to bridge funding for work in progress or to supplement existing grants.

A. Early Career Investigator (maximum of $50,000 per award)
Objective: Fund new, innovative research and generate the preliminary data needed for early career investigators to prepare competitive extramural proposals.

Eligibility:
- Principal Investigators (PIs) must be untenured faculty, regular faculty, research faculty, professional practice faculty, research scientists, or postdoctoral researchers in an academic unit or program within CFAES. PIs must also have been employed for less than six years and have PI status by approval from the Office of Research (http://research.osu.edu/researchers/policies/pstatus/).
- Regular faculty (tenure-track, research-track, professional practice-track) or research scientists who have been employed for more than six years are not eligible to be the Principal Investigator for Early Career Investigator Awards but may serve as a Co-PI.

B. Team Science (maximum of $80,000 per award)
Objective: Generate new, innovative research in emerging areas central to the CFAES mission. It is expected that this competition will encourage the development of new scholarly teams among faculty from diverse disciplines to prepare and submit competitive extramural proposals.

Eligibility: All CFAES researchers with Principal Investigator status are eligible to submit a proposal (except adjunct and emeritus faculty).
- Investigators must demonstrate that the proposed work represents a substantial shift in research focus and/or development of new methods of research.
- The research team must be composed of a minimum of two investigators.
- Investigators may be from the same academic unit but not the same lab.
- Increased weight will be given to interdisciplinary teams; to teams that integrate the social, biological and physical sciences; and to mentoring partnerships that provide significant opportunities for junior investigators to combine their unique expertise with the program of senior investigators.
- Teams of untenured faculty in one or more academic units are encouraged to submit proposals.

1.2 Partnership Grant Competition (maximum of $25,000 per award)
Proposals submitted to the Partnership Grant Competition require matching funds and documented support from the collaborating partner. No in-kind contributions or purchases by outside parties can be used to satisfy the Partnership matching funds component.

Investigators (PIs and Co-PIs) are only eligible to be on one active Partnership project at any given time.

Objective: Initiate projects in collaboration with industry and nonprofit foundations or other nontraditional sources of funding. The Partnership Competition allows for CFAES researchers to develop effective and productive relationships with industry and community partners, engage in innovative research, generate additional private- and public-sector support for their research programs, and promote technology transfer between the University and partner.
Each proposal should clearly state how its successful completion will move the project towards product development, commercialization, and sustained partnerships. It is not intended to bridge funding for work in progress or to supplement existing grants. The OSU lead investigator should also identify the lead contact for the industry or community partner. The partners should not be chosen at random; rather, they are chosen for strategic reasons that are integral to the objectives of the research proposal. Conflicts of interest are to be avoided. Partners will negotiate contract terms directly with OSU Office of Sponsored Programs and will dispense its portion of the research funds directly to the Office of Sponsored Programs. Projects require a 1:1 financial match.

1.3 Graduate and Director’s Undergraduate Research Programs
SEEDS funding is available to the Graduate Research Program and the Director’s Undergraduate Research Program. For additional information on these programs, consult the SEEDS website [oardc.osu.edu/seeds](http://oardc.osu.edu/seeds).
Section 2: Eligibility, Submission Requirements and Rules of Submission

2.1 Eligibility and Service as an Investigator
See individual competition categories for specific eligibility requirements.

All CFAES researchers with Principal Investigator status are eligible to submit a proposal. Adjunct and emeritus faculty members are not eligible to serve as a Lead PI or Co-PI on SEEDS projects. Researchers with Co-PI status only cannot serve as a Principal Investigator.

Faculty in the Colleges of Education and Human Ecology, Biological Sciences, Veterinary Medicine and in all other Ohio State academic units may also receive SEEDS funding provided the investigator initiating the proposal (lead PI) has an appointment with CFAES. The contact investigator will have overall responsibility for the project.

Graduate students, those without PI status designated by the Office of Research, and persons outside The Ohio State University should be designated as collaborators on projects and should not be listed as investigators, unless they include a letter of exception from the Office of Research (http://research.osu.edu/researchers/policies/pstatus). Refer to the CFAES PI Status procedure here.

Collaborators may be listed on an unlimited number of proposals.

On how many grants can one investigator serve?

• (2) Seed Grant Competitions: Investigators are eligible to be PI on one active SEEDS project and Co-PI on one active SEEDS project at any given time, regardless of the track (Early Career or Team). Investigators (PIs and Co-PIs) are therefore eligible for two total SEEDS grants.

• (1) Partnership Grant Competition: Investigators (PIs and Co-PIs) are only eligible to be on one active Partnership project at any given time.

Any project for which SEEDS has not received a final report is considered to be active. New proposals may be submitted if an active project has an end date before the application due date of the new competition (October 9, 2019). If reporting obligations are not met on time, applications will be disqualified. Additionally, if a P.I. is serving as a faculty advisor to a student with an overdue SEEDS report, the faculty advisor will be ineligible for new SEEDS funding for themselves or for other student projects until the overdue report is filed.

2.2 Application Types
Applications to SEEDS may be new or resubmissions of previous proposals. The following restrictions apply to each:

• New application: This is a project application that has not been previously submitted to SEEDS. For consideration and review, it must meet the requirements of the category to which it is submitted, and it must follow the format requirements as outlined on pages 6–11 of this RFP.

• Resubmitted application: This is an application that has previously been submitted to any SEEDS competition but has not been funded. Applications with substantive similarities to a prior, unsuccessful application should be presented as a resubmission. In addition to the requirements stated for new applications, the Principal Investigator must respond to the previous review panel summary for consideration of funding. The resubmission response is limited to two pages and should be placed after the cover page.
2.3 Deadlines

Deadlines and other scheduled activities for fiscal year 2020 (July 1, 2019–June 30, 2020) are listed in the following table.

Proposals not submitted by the deadline will be automatically eliminated from consideration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 9, 2019</td>
<td>Seed and Round 1 Partnership Grants</td>
</tr>
<tr>
<td>February 26, 2020</td>
<td>Round 2 Partnership Grants proposals only</td>
</tr>
</tbody>
</table>

2.4 Submission Process

All proposals are due by 5:00 p.m. on the deadline date. No exceptions.

All proposals are to be submitted online through the SEEDS website (oard.osu.edu/seeds). The online submission process automatically closes at 5:00 p.m. on the deadline date. Proposals submitted after 5:00 p.m. will not be accepted. Portions of a proposal will not be accepted after the stated deadline. Fax or email submissions are unacceptable and will be automatically disqualified.

Give yourself ample time to submit, as you will need to complete the initial registration screens before uploading and submitting the proposal.

Online submission requires that you prepare your proposal as a single PDF file. Once your proposal is prepared as a PDF, simply go to oard.osu.edu/seeds, click on “submit a proposal” and follow the instructions. We strongly recommend that you check your work prior to submitting your proposal.

The screen that appears after you click on the submit button is your receipt. The receipt will provide you with the number of your proposal (e.g., 2020-###) and the date and time of receipt. The submitting investigator will also receive an email receipt. We encourage you to save your receipt. No technical or administrative questions will be answered by the SEEDS Coordinator on the day of submission unless they are related to website submission issues.

2.5 Proposal Format and Required Content

All proposals should be set to print on standard 8.5-inch by 11-inch paper. All margins must be at least 1-inch. Type size must be 12-point or larger with no more than six lines per inch, single-spaced. All pages of the proposal except for the cover page should be numbered at the bottom center of the page; this includes pages that are not part of the page limitations.

Note: Margins and 12-point type size must be consistent throughout each required section of the proposal. This includes figure and table captions. Proposals not meeting the formatting guidelines or with missing and/or unaddressed sections will be dismissed from the competition without review.

A sample cover page as well as forms for budgets and current and pending support are available at oard.osu.edu/seeds. Alternatively, you may use the current and pending support forms used by the National Institute of Food and Agriculture (NIFA) or the National Science Foundation (NSF).

Page limits apply to the project narrative (see page 7). Tables and figures are to be included within the page limitations. Tables and figures should be at least 12-point type size.

Proposals not received by the submission deadline or proposals that exceed the page limits will be automatically eliminated from consideration. Any additional documents, forms or appendixes not requested in the RFP will be removed and will not be reviewed by the external reviewers or SEEDS panel members.
A. Cover Page (Limit to one page)
A sample cover page can be found on the SEEDS website. Include, limited to one page, the following items:
- Name of the grant category/competition to which you are applying.
- Indication of whether the proposal is new or a resubmission.
- Title of the project
- Investigator details, including a complete campus address, email address and title for each investigator. A contact investigator must be identified. The contact investigator will have overall responsibility for the project, including submission of reports.
- Names, titles and affiliations of any collaborators. Partnership proposals must include this information.
- Anticipated start date and duration of the project. (The project start date should be March 1 or later for Round 1 and June 1 or later for Round 2)
- The amount of SEEDS funding being requested.
- Brief lay summary — consisting of 250 words or less — explaining the purpose, relevance and expected outcome of the proposed study. In the summary, highlight the potential impact or benefits of the research, and write the summary so that it is understandable to the average reader. Note: Proposals that contain a lay summary of more than 250 words will be dismissed from the competition.

B. Resubmission Response (if applicable, limit to two pages)
If the proposal is a resubmission, indicate that clearly on the cover page. A submission to a new category is considered a resubmission. For example, if a proposal was submitted to the seed grant competition last year and the same proposal is being submitted to the partnership grant competition this year, the proposal is considered a resubmission. All reviews are kept on file and may be referred to by members of the CFAES Research Committee or review panel.

If the proposal is a resubmission, include a resubmission response, limited to two pages, directly following the cover page. Clearly address previous reviewer comments and what changes have been made to the proposal.

C. Table of Contents
Each proposal must contain a table of contents. Number all pages of the proposal (including those outside the page limitations) and provide the page numbers for each section.

<table>
<thead>
<tr>
<th>Project Narrative Page Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition</td>
</tr>
<tr>
<td>Seed</td>
</tr>
<tr>
<td>Partnership</td>
</tr>
</tbody>
</table>

D. Project Narrative
Include in each project narrative 1) an introduction, 2) a rationale and significance and 3) an approach.

1. INTRODUCTION
Include a clear statement of the long-term goal(s) and supporting objectives of the proposed project.

Summarize the body of knowledge or past activities that substantiate the need for the proposed project.

Describe ongoing or recently completed activities significant to the proposed project, including the work of key project personnel.

2. RATIONALE AND SIGNIFICANCE
Concisely present the rationale behind the proposed research.
Include preliminary data/information pertinent to the proposed project. Be sure to reference all works cited throughout.

State the agricultural, food or environmental issues—such as production efficiency, economic viability, social impacts and/or environmental quality—addressed by the research.

Describe the study's probable end products and their significance.

Describe any innovative features or unique combinations of expertise of the investigators involved in the proposed project, particularly for team science projects. Carefully explain the relationship of this research to the program(s) of the investigator(s) and how it differs from current or pending projects.

3. APPROACH
Plainly state the activities proposed or problems being addressed, and clearly describe the approaches applied.

This section should be composed of the following parts:

Research Design and Data Analysis
• Activities proposed and the sequence in which the activities will be performed
• Methods that will be used— including the feasibility of the methods—in carrying out the proposed project. Clearly state the planned methods for processing and/or analyzing collected data to address the research questions, research objectives and hypotheses
• Explain and justify intended procedures for data analysis/interpretation. Specify measurable outcomes or data collection
• Identify any potential pitfalls that may be encountered
• If a specific analysis method is not used or planned, explain the rationale and justify this practice

Project management
• A timeline for attainment of objectives and for production of deliverables, including annual milestones
• Key Personnel: Roles and responsibilities of each person named as an investigator or key person, including the amount of time each investigator or key person will be contributing to the project. Team Science submissions, in particular, must contain detailed information concerning the diversity of the team and provide detailed mentoring information, if applicable
• Means of applying results or accomplishing technology transfer, where appropriate

E. References
In this section, reference all works cited throughout the text. All references must be complete (i.e., must include titles and all co-author names) and must conform to an acceptable journal format. There is no page limit to the references section.

F. Budget
Using the form provided on the SEEDS website (oardc.osu.edu/seeds), submit a separate budget form for each individual that will receive SEEDS funds. This is particularly important for team research proposals, as it reflects the interdisciplinary nature of the project. Collaborators may not receive direct funding.

Tuition and fees do not need to be included for students enrolled in CFAES, as they will be paid from separate funds and allocated to the department; however, you must indicate in the budget narrative the number of semesters of tuition and fees for which you are requesting. NOTE: To access the tuition/fee account, the Graduate Student MUST be paid from the SEEDS grant.

Proposals requiring a match require a separate budget column showing anticipated matching funds and how they will be spent. No in-kind contributions or purchases by outside parties can be used to satisfy the Partnership matching funds component.
Projects should be completed within two years.

PIs and/or Co-PIs can include budgeted travel to **one conference only.** Indicate whether the travel is foreign or domestic, and the purpose of travel.

Those with Principal Investigator and/or Co-Investigator status cannot charge their wages or fringe benefits to the SEEDS program.

Requesting only to purchase capital equipment is not an appropriate request to the SEEDS program. Send these requests through the CFAES Equipment Grant Program.

**G. Budget Narrative**
Provide a detailed summary describing the role and type of personnel (graduate students, post-doctoral trainees, technicians, etc.) needed. Include salaries and wages, fringe benefits, materials and supplies, travel, publication costs, rental fees, etc.

Tuition/fees: If graduate students are requested, clearly indicate the number of semesters the students will be working. Again, tuition and fees do not need to be included for students enrolled in CFAES, but the number of semesters needed must be indicated in the narrative as well as on the budget form. NOTE: To access the tuition/fee account, the Graduate Student must be paid from the SEEDS grant.

Students outside of CFAES may be part of a project, but tuition and fees need to be budgeted or paid from another source.

Explain other expenditures that will be supported by the requested funds.

If foreign travel is requested, please explain major expenditures, airfare, auto rental, etc.

Your budget sheet and budget justification should add up to the same amount. For Partnership Grants, the budget narrative should address the matching funds with the same level of detail as the requested SEEDS funds.

The SEEDS program does not pay indirect costs on projects.

**H. Matching Funds (Partnership Grants only)**
For those projects requiring matching funds, provide details regarding how and when the matching funds will be acquired. Signed letters of commitment from matching partners that are germane to the project are **required.** Include a matching budget and budget narrative. Clearly state in the proposal and note in the budget narrative the nature of the match.

Matching funds must come from an external partner (such as an industry collaborator, nonprofit organization or a non-traditional funding source). No Ohio State dollars may be used as matching funds. Faculty salaries and employees of Ohio State cannot be used to meet the matching requirements. Tuition and fees cannot be used to meet the matching requirement. No SEEDS dollars will be released without proof of a project number established through the Ohio State’s Office of Sponsored Programs ([osp.osu.edu](http://osp.osu.edu)). Partners will negotiate contract terms directly with OSU and will dispense its portion of the research funds directly to the Office of Sponsored Programs.

The partner will be required to pay at least a 10% Indirect Cost Rate, unless a separate agreement and rate are already in existence with the Office of Sponsored Programs. If Intellectual Property is associated with the contract with OSP, the full indirect rate may be applied.

Funded projects are required to obtain a 1:1 match. **No in-kind contributions or purchases by outside parties can be used to satisfy the Partnership matching funds component.**

Funds from competitive grant programs of government agencies are not eligible matches.
External matching funds must be obtained within **four months** of the CFAES award date. External funds received prior to July 1, 2019, are not eligible to be used as a match.

I. **Collaborative Arrangements (Limit to one page, excluding letters)**
Identify and explain any collaboration or contractual arrangement with other organizations or with personnel associated with other organizations or OSU collaborators. Letters of intent from potential sponsors or collaborating institutes and collaborators are **required** and are limited to one page. Collaborative arrangements should be relevant to the proposed work; excessive letters of support will be disregarded. Additional paperwork such as curriculum vitae, a list of current and pending support, and conflict of interest forms are neither required nor requested for collaborators and will count toward the proposal narrative page limit if included.

J. **Strategy for Acquiring Future Funding**
A detailed strategy for acquiring extramural funding related to work outlined in the proposal is **required** for all competitions. Identify specific funding opportunities and detail how the SEEDS project will contribute to these submissions.

K. **Previous SEEDS Funding (Limit to one page per award)**
Each investigator and co-investigator on a proposal who has received SEEDS support and has completed SEEDS projects within the past five years is **required** to supply information on the results from that prior funding. This information will be used in the review of the proposal and is limited to a **maximum length of one page per award**.

For each award, list the SEEDS category, period of support, title of the project, and any publications, patents, or extramural funding received as a result of the project. Provide only the requested information.

L. **Curriculum Vitae for Each Investigator (Limit to three pages for each investigator)**
Provide curriculum vitae (CV) for all investigators. CVs for collaborators are not needed nor requested and will count against the overall narrative page limit. **Each CV should be no longer than three pages, inclusive of publications.** Include the information listed here:

- Education
- Employment and professional history
- Honors and awards
- Selected recent or most relevant publications

M. **Current and Pending Support Form(s)**
Include an updated current and pending research support form for each investigator. Include public or private support as well as the proposed project. A form is available on the SEEDS website (aardc.osu.edu/seeds) or you can use NIFA or NSF forms. The current and pending form should be recent and should include this SEEDS proposal as pending.

N. **List of Potential Reviewers**
To assist the CFAES Research Committee in ensuring the equitable review of all proposals, please list the names, affiliations and email addresses of **four (4) reviewers** who, in your opinion, are qualified to review your proposal. These reviewers should not have a significant conflict of interest. For example, reviewers should not be investigators or authors with any investigators named on this project within the past three years, nor should they be people applying to the same SEEDS category. Reviewers are contacted via email and asked to submit their comments online through the SEEDS website (aardc.osu.edu/seeds).

No member of the **CFAES Research Committee or of your academic unit** may be listed as a reviewer. At least two of the suggested reviewers must be from outside the Ohio State community.

**Note:** The submission of the names of four reviewers is **required**. Contact your reviewers prior to submitting your proposal to ensure that they are available, have the time, do not have a conflict and are willing to provide
a review within a fairly short period of time. A lack of reviews may adversely influence the rating of your proposal by the panel.

**Tentative Reviewer Timeline**

For proposals due October 9, 2019, reviewers can expect to be contacted the week of November 4, 2019 to request review. They will have until Friday, December 20, 2019 to complete their review.

For proposals due February 26, 2020, reviewers can expect to be contacted the week of March 9, 2020 to request review. They will have until Friday, April 17, 2020 to complete their review.
<table>
<thead>
<tr>
<th>Item</th>
<th>Page Limit</th>
<th>Special Instructions</th>
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</thead>
<tbody>
<tr>
<td>A – pg. 7</td>
<td>Cover Page</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See SEEDS website for format.</td>
</tr>
<tr>
<td>B – pg. 7</td>
<td>Resubmission Response</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only if applicable.</td>
</tr>
<tr>
<td>C – pg. 7</td>
<td>Table of Contents</td>
<td>n/a</td>
</tr>
<tr>
<td>D – pg. 7-8</td>
<td>Project Narrative</td>
<td>Seed (10), Partnership (8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include in the project narrative 1) an introduction, 2) a rationale and significance and 3) an approach.</td>
</tr>
<tr>
<td>E – pg. 8</td>
<td>References</td>
<td>n/a</td>
</tr>
<tr>
<td>F – pg. 8-9</td>
<td>Budget</td>
<td>n/a</td>
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<tr>
<td></td>
<td></td>
<td>Provide a separate budget for each individual investigator. Include matching funds in separate columns, if applicable. See SEEDS website for required format.</td>
</tr>
<tr>
<td>G – pg. 9</td>
<td>Budget Narrative</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justify all expenses, including matching funds if applicable.</td>
</tr>
<tr>
<td>H – pg. 9-10</td>
<td>Matching Funds</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Partnership Grants only; provide details regarding how the matching funds will be acquired. Include letters from matching partner(s).</td>
</tr>
<tr>
<td>I – pg. 10</td>
<td>Collaborative Arrangements</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify and explain any collaborations with other organizations. Include any letters of intent from potential sponsors or collaborating partners. Letters of intent do not count towards page limit. Letters should be limited to one page.</td>
</tr>
<tr>
<td>J – pg. 10</td>
<td>Strategy for Acquiring Future Funding</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide a detailed strategy for acquiring extramural funding related to work outlined in the proposal.</td>
</tr>
<tr>
<td>K – pg. 10</td>
<td>Previous SEEDS Funding</td>
<td>1 per award</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For each investigator who has received SEEDS support and has completed these projects within the past five years, supply information on the results from that prior funding.</td>
</tr>
<tr>
<td>L – pg. 10</td>
<td>Curriculum Vitae</td>
<td>3 per investigator</td>
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<tr>
<td></td>
<td></td>
<td>Provide a CV for each investigator. Page limit is inclusive of publications. No CV is requested or required for Collaborators.</td>
</tr>
<tr>
<td>M – pg. 10</td>
<td>Current &amp; Pending Support</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
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<td>Include an updated current and pending research support form for each investigator.</td>
</tr>
<tr>
<td>N – pg. 10-11</td>
<td>List of Reviewers</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include the names, affiliations and email addresses of four potential reviewers; at least two must be outside of the university.</td>
</tr>
</tbody>
</table>

*Any additional documents, forms or appendixes not requested in the RFP will be removed and will not be reviewed by external reviewers or the SEEDS panel.*
Section 3: Review, Grant Awards and Post-Award Administration

3.1 Application Review Requirements and Evaluation Criteria

Each application will be evaluated in a three-step process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFP. **Ineligible, late or incomplete applications will not be reviewed.** Second, to facilitate and enhance the likelihood of successful funding from external sources, subject experts are asked to provide evaluations that will be useful to both the review panel and the project investigators. (See “List of Potential Reviewers” on page 10-11 of this RFP). Specifically, focus will be placed on several key areas of the proposal: abstract; resubmission response (if applicable); project narrative; budget; budget narrative; and the strategy for acquiring future funding. Special attention will be paid to how well a proposal meets the requirements and goals of the competition to which it is submitted. In addition, reviewers will be requested to list the proposal’s strengths and weaknesses, and to provide an overall assessment of the project. Reviews, with the reviewers’ names removed, will be sent to the applicant after the panel concludes its work.

Finally, a review panel comprised of members of the CFAES Research Committee will evaluate all properly prepared proposals. Because of the interdisciplinary nature of the CFAES Research Committee, it is unlikely that any single panel member is an expert in the field of any given proposal. It is the responsibility of the investigator to write the proposal so that it is understandable even if the research is outside the panel's areas of expertise; therefore, **it is highly recommended that the author limit the use of jargon and acronyms.**

Each panel member is assigned between 10-15 proposals (depending on the number received and the competition) to review as either a primary, secondary, or tertiary reviewer. During the meeting, the panelists discuss the proposal and reviews and arrive at a consensus ranking. For SEEDS, ranking categories are "fund," "fund if available," and "do not fund." Only proposals ranked in the first two categories may be considered for funding.

Following the evaluation and initial ranking of each proposal, a "panel summary" document is written by a panel member reflecting the panel consensus. It details the salient points of the panel's assessment of the strengths and weaknesses of the proposal. The panel summary also contains a section with synthesis comments, describing areas, and potentially providing suggestions, for improvement. The synthesis also provides comments either to encourage or discourage resubmission of a revised application. During the panel meeting, panelists reassess the initial rankings of the proposals and re-rank proposals, as needed, to ensure that they accurately categorize and order the proposals. The review panel will make recommendations for funding to the Associate Dean for Research and Graduate Education. Factors for discussion include, but are not limited to:

**OVERALL:**
- Does the application fit within the respective category of application (Seed, Partnership, etc.)?
- If the proposal is a resubmission, have the authors addressed the recommendations of the reviews of the previous submission?
- Will the proposed project develop the necessary preliminary data for a strong extramural grant application or by matching funds to leverage additional external funding?
- Is there a strategy for acquiring external funding?

**SEEDS (New Investigator and Team Competition):**
- Is the research new or innovative?
- Will the proposal generate preliminary data needed to prepare a competitive research proposal for extramural funding?
- Is the relationship between the proposed study, previous research, and existing work clear?
- Does the project stimulate new scholarly teams among faculty from diverse disciplines?
- Has the team integrated the social, biological, and physical sciences?
- Is there a mentoring partnership between junior and senior investigators? (Team competition).
PARTNERSHIP:
• Is this a new project in collaboration with industry, nonprofit foundations or other nontraditional sources of funding?
• Is the collaboration clearly explained and documented?
• Is there a strategy for acquiring external funding or commercialization efforts?

After the completion of the panel, the Associate Dean for Research and Graduate Education, the Grants and Contracts Administrator, the SEEDS Committee Chair, and the SEEDS Program Coordinator consider the panel ranking to determine funding. They also review the budgets of these top proposals to make sure the request is appropriate and the funding the applicant has, or may receive, from other funding agencies to ensure that the project is not already funded. Generally, proposals are funded according to the panel ranking until program funds are dispensed.

Following the funding decisions, applicants receive copies of the written reviews of their proposal (with reviewer name removed to maintain reviewer confidentiality), the panel summary, and information on the relative ranking of their proposal. This information is commonly sent to the applicant through e-mail correspondence only.

Both internal and external ad-hoc reviewers will be appointed as needed at the discretion of the CFAES Associate Dean for Research and Graduate Education or their designee.

Proposals will be evaluated based on innovation, interdisciplinary scope of the project objectives, scientific merit, subject expert evaluations, and the Research Committee’s own reviews and discussions.

3.2 Grant Awards
Within the limits of available funds, awards will be made to applicants whose proposals are judged most meritorious under the evaluation criteria and procedures defined by the SEEDS program. The CFAES Research Committee will recommend to the Associate Dean for Research and Graduate Education the distribution of funds among the funding categories, which proposals should be funded and any conditions that might pertain to the award of funds to each of the selected projects.

SEEDS funds will be made available within three to six weeks of the date on the award notification. It is expected that projects will be initiated within three months of the award notification.

Although investigators may apply for new grants while one or more other grants are active, the active grant(s) must be completed by the end of the fiscal year prior to new funds being released. If one or more of the other grants requires an extension of time or is not completed and a final report is not received by the time specified, the new award will be forfeited.

Funds for projects in the Partnership Grant category will be made available within three to six weeks after the SEEDS Program Coordinator has received documentation of the match from the investigator. Matching funds must come from an external partner (such as an industry collaborator or a nonprofit organization). No Ohio State dollars may be used as matching funds. Faculty salaries and employees of Ohio State cannot be used to meet the matching requirements. Tuition and fees cannot be used to meet the matching requirement. No SEEDS dollars will be released without proof of a project number established through the Ohio State’s Office of Sponsored Programs (osp.osu.edu).

It is the investigator’s responsibility to comply with all existing Ohio State policies and guidelines regarding the use of human subjects, animal welfare, conflicts of interest, hazardous materials, etc. In addition, it is the investigator’s responsibility to work with Ohio State’s Technology Commercialization Office (co.osu.edu) on matters pertaining to intellectual property (see “Intellectual Property” below).

3.3 Post-Award Administration
The SEEDS Coordinator has the right to adjust proposed budgets and will provide a final, approved budget with the award notice. Grantees will be required to ensure that all funds are expended according to the approved overall budget, but with flexibility within budget categories. Authorization to make changes in approved project plans, budgets or periods of support can be granted only by the SEEDS Program Coordinator.

For projects spanning two years, an annual report of progress is required and is due one year following the initiation of the grant project. **Year-two funds will not be released until an annual report is received. A final project report is due 30 days**
after the end date of the project. A 90-day period to bring accounts to a zero balance is allowed. Accounts with remaining funds after the 90-day closeout will be reviewed and funds will be returned and reinvested in the SEEDS program.

Reminders along with instructions as to when reports are due will be sent to investigators. Reports are to be filed online at oardc.osu.edu/seeds. Because of the nature of the competitive grants programs and peer-reviewed publications, the SEEDS Program Coordinator may contact investigators periodically to inquire about additional funding or publications that may have resulted from the initial study.

The submission of annual and final reports on a timely basis is absolutely critical to our accountability process and directly impacts our capacity to receive future funding for this program. Any investigator with an outstanding annual or final report will be automatically disqualified from all competitions and further funding until reporting obligations are met. Departments of investigators will be held responsible for any expenditure beyond the approved budget. The best policy is to keep track of funding and not overspend. Any funds remaining after the end of the project will be transferred back to the CFAES Finance Office 90 days after the final report has been received.

SEEDS accounts are subject to review to ensure that appropriate, approved budgeted costs are applied to the project. The PI and Department will cover any unauthorized costs.

3.4 Intellectual Property
Ohio State faculty and research scientists working via a grant must submit disclosures of discoveries, inventions, designs, works of authorship (including computer software), mask works and other intellectual property to Ohio State’s Technology Commercialization Office (tco.osu.edu). All such inventions conceived or first actually reduced to practice in the course of a project by Ohio State faculty and research scientists will be owned by Ohio State.

Inventions made jointly with the industrial partner will be jointly owned. Ohio State will collaborate with the industrial partner to create an option agreement for the partner to obtain a royalty-bearing exclusive license to the invention. Questions about intellectual property developed under this program should be directed to Ohio State’s Technology Commercialization Office at the website listed above.

3.5 Compliance
You are responsible for ensuring the research project complies with all university policies and guidelines on human subjects, animal welfare, conflict of interest, and hazardous materials. If relevant, supply SEEDS with copies of IRB, IACUC, or IBC approval.

Responsible Conduct of Research (RCR) training is one aspect of The College of Food, Agricultural, and Environmental Sciences’ (CFAES) commitment to maintain the highest possible standards for integrity among its entire research community, including students, faculty and staff. Responsible Conduct of Research denotes good citizenship in research conduct. Faculty, students and staff who report their work honestly, accurately, and objectively help maintain public trust in research and help convey the ethics of research to future generations of scholars.

The Office of Research (OR) is now requires that all eligible personnel (faculty, staff, and students) complete the online Responsible Conduct of Research (RCR) course through the CITI website. Please contact Lori Kaser.37@osu.edu with questions. Access CITI: http://go.osu.edu/citi

3.6 Acknowledgments
All publications and posters resulting from work done using SEEDS funding are required to include the following acknowledgment: “Salaries and research support provided by state and federal funds appropriated to The Ohio State University, College of Food, Agricultural, and Environmental Sciences.”
3.7 Frequently Asked Questions

PROPOSAL PREPARATION
Q. If my proposal is over the page limit, will it be disqualified from the competition?
A. Yes. Proposals exceeding the page limits will be disqualified from the competition.

Q. If I forget to include a form (CV, current and pending support, etc.), will my application be disqualified?
A. Yes. This would be considered an incomplete application and will be disqualified from the competition.

Q. What if I forget to include items in my application? Can I submit those after submitting my application?
A. Items will be accepted up until the deadline date and time. Any items received after the deadline date and time will be disregarded and may result in your submission being disqualified.

Q. What if I do not address a required section of the proposal, such as the “Strategy for Acquiring Future Funding?”
A. The proposal will be disqualified for failing to respond to all required sections in the SEEDS RFP.

Q. How long can the abstract be?
A. The abstract is limited to 250 words. Proposals containing abstracts with more than 250 words will be disqualified from the competition.

Q. If I resubmit a proposal, do I have to identify it as a resubmission?
A. Yes. Failure to identify your proposal as a resubmission will disqualify you from the process.

Q. Am I responsible for providing subject experts to review my proposal?
A. Yes. The submission of the names of four reviewers is required. Contact your reviewers prior to submitting your proposal to ensure that they are available, have the time, do not have a conflict and are willing to provide a review within a fairly short period of time. A lack of reviews may adversely influence the rating of your proposal by the panel.

No member of the CFAES Research Committee or of your academic unit may be listed as a reviewer. At least two of the suggested reviewers must be from outside the Ohio State community.

PROPOSAL DEADLINES
Q. Will my proposal be accepted if I submit it after 5:00 p.m. on the deadline date?
A. No. Proposals received after the deadline date and time will be disqualified from the competition. We encourage you not to wait until 4:59 p.m. to submit your proposal. The system will automatically close at 5:00 p.m. Late proposals will not be accepted.

Q. Can I email my proposal for consideration?
A. No. All proposals must be uploaded to the SEEDS website (oardc.osu.edu/seeds).

BUDGETING
Q. Can I charge my salary to the grant?
A. No. Faculty/investigator salaries cannot be charged to the SEEDS program.

Q. Does SEEDS pay indirect costs?
A. No. The SEEDS program does not pay indirect costs.

Q. If I have students enrolled in a college other than CFAES, can their tuition and fees be paid for?
A. No. Tuition and fees for students are only covered for those enrolled in CFAES. You will have to either include tuition in your budget request or find another source of funding.

ELIGIBILITY
Q. If I have a late final report, will my new proposal be funded?
A. No. Any investigator with outstanding annual or final reports will be automatically disqualified from competition until reporting obligations are met. Any project that has not submitted a final report is considered to be active. Proposals may be
submitted if an active project has an end date before the end of the fiscal year and the final report has been filed prior to June 1, 2020. If reporting obligations are not met on time, new awards may be forfeited. Additionally, if a P.I. is serving as a faculty advisor to a student with an overdue SEEDS report, the faculty advisor will be ineligible for new SEEDS funding for themselves or for other student projects until the overdue report is filed.

Q. If one of my co-investigators has a past due final report on another project, will my proposal be funded?
A. No. Any investigator with outstanding annual or final reports will be automatically disqualified from competition until reporting obligations are met. Any project that has not submitted a final report is considered to be active. Proposals may be submitted if an active project has an end date before the end of the fiscal year and the final report has been filed prior to June 1, 2020. If reporting obligations are not met on time, new awards may be forfeited.

Q. Do all investigators need to be members of The Ohio State University community?
A. Yes. All investigators listed on the cover page must have investigator or co-investigator status through The Ohio State University, Office of Research. Members from other universities may be listed as collaborators but will not receive direct funding from the SEEDS program. Partnership contacts do not need PI status through the university.

Q. Are some investigators really collaborators?
A. Graduate students, those without PI status, adjunct faculty, persons outside The Ohio State University, and faculty members who are taking part in the study as the role of an advisor or a consultant should be named as collaborators. Collaborators should not request funds from SEED projects.

Q. On how many grants can one investigator serve?
- **(2) Seed Grant Competition:** Investigators are eligible to be PI on one active SEEDS project and Co-I on one active SEEDS project at any given time, regardless of the track. Investigators (PIs and Co-Is) can therefore only be eligible for two total SEEDS grants.
- **(1) Partnership Grant Competition:** Investigators (PIs and Co-PIs) are only eligible to be on one active Partnership project at any given time.

Q. If this application is recommended for funding but the lead investigator or a co-investigator is already listed on the maximum number of grants, will the proposal be funded?
A. No. If the lead investigator or a co-investigator exceeds the maximum grants allowed, the new funding will not be released and may be forfeited. This would be an ineligible application.

### 3.8 Questions and Contact Information
All questions relating to SEEDS funding opportunities should be referred to:

**Melissa Burant**
SEEDS Program Coordinator
Grants & Contracts Specialist
Grant Development Support Unit
614-292-5748
seeds@osu.edu
oardc.osu.edu/seeds