

# CRC InfoReady Reference Guide: SEED Grant Application Walk-Thru

The screenshot shows the FSU InfoReady Submission Portal. A red box highlights the login URL: <https://fsu.infoready4.com/>. A red arrow points from this box to the 'Florida State University Login' button on the login page. The page also displays '2024/2025 Grant Proposal Submission Deadlines' and 'Competitive Proposal Programs'.

## Fall 2024 Seed Grant

[Details](#) [Apply Here](#)

### Fall 2024 Seed Grant

#### ▼ Deadline

**Internal Submission Deadline:** Thursday, September 26, 2024 at 5:00 pm  
[ADD TO CALENDAR](#)

#### ▼ Details

**Administrator(s):** Sherry Core (Owner)  
**Category:** Council on Research + Creativity  
**Cycle:** Fall 2024  
**Number of Applications Allowed Per Applicant:** Unlimited  
**Award Range:** Up to \$100,000  
**Award Notification:** December 2024  
**Fall 2024 Award Period Start Date:** 2/1/2025 - Faculty may choose the award period for their project, up to 24 months from the stated Award Period start date.)  
**Supporting Documents:** [Seed Grant Reviewer Guidelines](#)  
[Seed Grant Proposal Template](#)  
[CV Template](#)  
[Seed Grant Budget Form](#)

#### ▼ Description

### Seed Grant Program

The Seed Grant program provides funding for a new direction or continuing early support of existing research or creative activity, with the expectation that this assistance will lead to the application for external funding or support within one year of the completion of this award.

'Continuing early support' in this context is defined as having received no or only minor awards (less than/equal to \$1,000) for early components of the work defined in the award application.

Additionally, the Seed Grant program strongly encourages multidisciplinary projects which foster connections across campus, deal with transformative ideas and concepts, and will lead to new programs of research or creative activity.

Please review the [Seed Program: Request for Proposals](#) page on the CRC Internal Funding website for more information about this program.

[Apply Here](#)



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Office of Research  
3012 Westcott North Annex



# General Information:

RESEARCH @ FLORIDA STATE UNIVERSITY

HOME REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR

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Click here to "Expand Screen".

Fall 2024 Seed Grant PDF ?

Details Applications **Apply Here**

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

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### General Information

Primary Investigator (PI) First Name \*

Primary Investigator (PI) Last Name \*

Employee ID: \*  
Please provide the full employee ID number, including all zeroes.

ORCID

Email Address \*

Proposal Title \*

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**Project Award Period**  
Faculty may choose the award period for their project, up to 24 months from the stated Award Period start date of 2/1/2025.

**Project Start Date \***  
Start date must be 2/1/2025 or after.

**Project End Date \***  
End date cannot exceed 2/1/2027.

mm/dd/yyyy

**Amount Requested \***  
(Up to \$100,000)

**Permission Statement \***  
Please indicate whether you give permission to use this proposal as an example of an awarded project in the event that it is funded. (Note: Successful applicants may be asked to review future proposals during their hiatus period.)

No  Yes

**Nonfaculty Support**  
Identify the total number of undergraduate students, Postdoctoral Associates, and non-students/non-ranked faculty to be supported by this grant (funding must be included in budget). Numbers should be based on a head count, not FTE.

**Non-Students/Non-Ranked Faculty: \***

**Graduate Students: \***

**Undergraduate Students: \***

**Post-doctoral Associates: \***

**Review Group \***  
Select a review group for your proposal based on the focus area of your work.

STEM

Social Sciences

Arts + Humanities

Health/Clinical Sciences

To save your progress, click "Save as Draft". Otherwise, no changes will be saved.

# Proposal Transmittal:

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### Proposal Transmittal

#### Credit Distribution by Department

Enter the department name and percent of credit to be allocated for this proposal. The credit assigned to departments can be based on any factor as long as all investigators, department chairs, and deans involved agree to the allocations. Total for all percentage fields must equal 100%.

Primary Organization \*  
Please choose the primary department of the research.

Credit Distribution % (Primary) \*

Add Primary Organization

Add another department to receive credit? \*  No  Yes

Add another department to receive credit? \*  No  Yes

#### Additional Department

Department \*  
Select...

Credit Distribution % \*

Add new

Add as many "Additional Departments" as needed.

**Select all applicable certifications for this project.**

The PI will be responsible for following the individual processes for each approval needed, and emailing the approval letters to: RSCH-CRC@fsu.edu. The project budget will not be set up until the CRC Coordinator has received this approval.

**Certifications \***

Note: Checking the box will provide a further explanation of the certification.

- Vertebrate Animals
- Human Subjects
- DNA/RNA Use
- Radioactive Materials
- Hazardous Chemical
- Select Agents
- Nanomaterials
- Marine Lab
- Compressed Air Diving (ADP)
- No Certifications Needed

**Research Compliance: Human Subjects**

If **Human Subjects** are involved in the project, check yes. If the proposal is awarded, the PI is responsible for submitting their study to the FSU IRB through RAMP: <https://myramp.research.fsu.edu/>, then submitting the approval to the CRC at: [RSCH-CRC@fsu.edu](mailto:RSCH-CRC@fsu.edu). IRB approval may take on average 40 days. For more information, visit the Office for Human Subjects Protection website: <https://www.research.fsu.edu/research-offices/ohsp/grant-applications-funding-the-irb/ohsp-guidance-on-post-award-funded-projects/>. **The project budget will not be set up until the Human Subjects Committee has approved the protocol associated with the project.**

Clicking the box for the certification populates additional details.

**Additional Resources \***

Will additional resources such as animal or non-animal space, equipment, utility service, etc., be needed to conduct this project in addition to what is currently available to you or is budgeted for this in the proposal?

No Yes

**Primary PI Credit Percentage \***

What percentage of the project will the PI be responsible for? (Up to 100%)

Would you like to include Co-Investigators on this proposal? \*

No Yes

#### Co-PI Eligibility

Please ensure that all the Co-PIs on the grant meet the eligibility for CRC funding or the proposal will receive a technical disqualification. Review the job code for each Co-PI, and use the "CRC Job Code Eligibility List" to verify if they can be included on the grant. If you need your Co-PI's job code, you can email the CRC Program Coordinator for assistance: RSCH-CRC@fsu.edu.

The following academic ranks are eligible to apply for funding through the Council on Research & Creativity (CRC):

Job Code	Job Code Description	Title
90019S	Professor 9 Mo SAL	Professor
9001AS	Professor 12 Mo SAL	Professor
9001EX	Professor Exec Service	Professor Executive Service
90029S	Assoc Professor 9 Mo SAL	Associate Professor
9002AS	Assoc Professor 12 Mo SAL	Associate Professor
90039S	Asst Professor 9 Mo SAL	Assistant Professor
9003AS	Asst Professor 12 Mo SAL	Assistant Professor
90099S	Eminent Scholar 9 Mo SAL	Eminent Scholar
9009AS	Eminent Scholar 12 Mo SAL	Eminent Scholar
9016AS	Univ Sch Prof 12 Mo SAL	University School Professor
9016BS	Univ Sch Prof 10 Mo SAL	University School Professor
9017AS	Univ Sch Assoc Prof 12 Mo SAL	University School Associate Professor
9017BS	Univ Sch Assoc Prof 10 Mo SAL	University School Associate Professor



CRC Job Code Eligibility List.pdf

If you need help finding out your Co-PI(s) FSU Employee ID numbers, you can find them in FEAS! Visit the CRC website for a Walk-Thru document on how to locate the information: <https://internalfunding.research.fsu.edu/infoready-support-resources/>

#### Add a Co-PI

Each investigator must receive a minimum of 1% credit. Sum of all allocations, including the percentage assigned to the PI, must equal 100%. Limit of 5 Co-PI(s).

Co-PI Name \*

Co-PI Employee ID \*  
Please provide the full employee ID number, including all zeroes.

Co-PI Email Address \*

Co-PI Credit Percentage \*

Remove

Add new

Add additional Co-PIs (limit of 5).

#### Keywords \*

Please fill in the keywords that are related to your proposed project. You can enter as many as desired, but at least one keyword is required.

Begin typing to search ...

#### Conflict of Interest

Does any investigator (PI or other key personnel) working on this project have a conflict of interest, whether financial or otherwise, direct or indirect, as defined below?

- FSU's Faculty Handbook, Section 4
- FSU's Financial Disclosure Policy
- FL Statutes, Ch. 112: Code of Ethics for Public Officers and Employees

#### Conflict of Interest? \*

No Yes

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Save as Draft



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3012 Westcott North Annex  
Tallahassee, FL 32306-1330

# Project Spending Authorization, Named Faculty Approvals and Notifications:

The screenshot shows the Florida State University Research Applications portal. The top navigation bar includes 'HOME', 'REVIEWS', 'APPLICATIONS', 'PROGRESS REPORTS', and 'CALENDAR'. The main content area is titled 'Fall 2024 Seed Grant' and includes a 'Details' tab and an 'Apply Here' button. A sidebar on the left lists various sections: 'General Information', 'Proposal Transmittal', 'Project Spending Authorization, Named Faculty Approvals and Notifications' (highlighted), 'Curriculum Vitae', 'Abstract', 'Budget', 'Proposal', and 'Acknowledgement'. The main content area displays the following information:

## Project Spending Authorization, Named Faculty Approvals and Notifications

**Project Spending Authorization**  
The PI, Co-PI(s), and other users listed below will be added to Proposal Resources for read-only access to the OMNI Proposal record.

If the proposal is awarded, the Project Team will be set up as follows:

**Project spending Authority for non-travel transactions:**

- PI will automatically have expenditure authority for all non-travel financial transactions
- Co-PIs will automatically have expenditure authority for all non-travel financial transactions.
- Sponsored Project (SP) Managers with ePRO means this user will have expenditure authority for all non-travel financial transactions, including the ability to approve requisitions in OMNI.
- SP Managers without ePRO means this user will have expenditure authority for all non-travel financial transactions, except the ability to approve requisitions in OMNI.
- Departmental Rep means this user will have no post-award expenditure authority. Users with this role on the Proposal will only have access to view proposal information.

**Project spending Authority for travel transactions:**

- Only one user is allowed to approve travel for a project. The PI will be made the default travel approver unless an alternate is listed below. Note that the Project Travel Approver cannot approve his/her own travel transactions. The travel approver role is "Project Manager" which is different from a "Sponsored Project Manager (SP Manager)."

Note: Also include all email addresses in the **Contacts for Notifications** section below, so they can receive all notifications about this proposal submission.

**Project Spending Authorization \***

Please indicate if your project will have any of the following:

- Project Manager
- Sponsored Project Managers with ePro Authority
- Sponsored Project Managers without ePro Authority
- Departmental Representatives
- Additional Named Faculty Approvals
- None

**Project Manager**

Name \*

Employee ID \*

Please provide the full employee ID number, including all zeroes.

Email Address \*

**Sponsored Project Managers with ePRO Authority**

Name \*

Employee ID \*

Please provide the full employee ID number, including all zeroes.

Email Address \*

[Add new](#)

Add more if needed.



### Contacts for Notifications

Please list anyone you would like notified about the status of this proposal submission.

Please include the email addresses for the following:

- Dean
- Chair
- Project Managers
- All Sponsored Project Managers
- Departmental Representatives
- Additional Department Notifications (i.e. Grant Managers, Accounting, Business Managers, etc.)
- Any additional faculty who may be assisting you with this submission

Use the dropdown list below to find everyone in your Primary Department who has indicated that they would like to be included on grant notifications (including the Dean, Chair, and any additional department staff).

### FSU Department Contact List

Please search for your department on the FSU Department Contact list, and copy all the email addresses in your department. Then paste them in the "Add Contacts for Notifications" field below. All email addresses should be separated only by a comma, and no spaces.



FSU Department Contact List - Up dated 9-12-202...

### Add Contacts for Notifications \*

From the sections above, please copy all the email addresses for Project Managers, Sponsored Project Managers, Departmental Representatives, the emails provided in the "FSU Department Contact List", and any additional faculty or staff you would like notified about the status of this proposal submission. Contacts will receive all notifications you receive. (Separate email addresses with commas, no spaces.)

Separate email addresses with commas

Previous

Next

Save as Draft



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### FSU Department Contact List:

For your grant application, please copy only the email addresses, separated by a comma and no spaces between the addresses. Then paste them in the "Add contacts for notifications" section of the grant application. The people on this list will receive all the notifications you do about the status of your grant application.

Center for Ocean Atmospheric Prediction Studies (059000): echassignet@fsu.edu,tlogan@fsu.edu

University Libraries (066000): getschmaier@fsu.edu

Earth, Ocean & Atmospheric Science (069000): rhart@fsu.edu,tlogan@fsu.edu

College of Arts & Sciences (070000): tlogan@fsu.edu

Geophysical Fluid Dynamics Institute (071003): kspeer@fsu.edu,tlogan@fsu.edu

Anthropology (072000): Mark.mccoy@fsu.edu,tlogan@fsu.edu,mcarlisle@fsu.edu

Anthropology Sponsored Projects (072004): Mark.mccoy@fsu.edu,tlogan@fsu.edu,mcarlisle@fsu.edu

Institute of Molecular Biophysics (073002): hongli@sb.fsu.edu,tlogan@fsu.edu

Biological Science (074012): houpt@bio.fsu.edu,tlogan@fsu.edu

Chemistry and Biochemistry (075000): yang@sb.fsu.edu,tlogan@fsu.edu

Classics (076002): tstover@fsu.edu,tlogan@fsu.edu,khawkins@fsu.edu

# Curriculum Vitae:

Expand Screen

## Fall 2024 Seed Grant

PDF

Details Applications **Apply Here**

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- Project Spending Authorization, Named Faculty Approvals and Notifications
- Curriculum Vitae**
- Abstract
- Budget
- Proposal
- Acknowledgement

### Curriculum Vitae

#### Curriculum Vitae

Upload a PDF version of the PI and Co-PI(s) curriculum vitae. Follow the format within the CV template document and DO NOT EXCEED TWO PAGES for each investigator. If the submitted proposal includes a Curriculum Vitae that exceeds the 2 page limit, the proposal will be rendered ineligible for review.

#### Note:

- All uploads must be in pdf format only.
- This section is not considered complete until the PI and Co-PI(s) have uploaded their CVs.
- Having trouble saving your CV as a pdf? These [instructions](#) from Microsoft should help.

#### For CV assistance, explore the resources available on the CRC Internal Finding website including:

- CV Template
- CV Examples: Humanities, STEM, Engineering, Art

#### Primary PI CV \*

Please upload the PDF file for the Primary PI's CV.

Drag and drop a file here or click the button below to select a file to upload.

[Select File](#)

#### Is there a Co-Investigator (Co-PI) on the project? \*

No

Yes

Please upload the CV .pdf file for each Co-PI.

#### Co-PI CV \*

Drag and drop a file here or click the button below to select a file to upload.

[Select File](#)

[Add new](#)

Add the CVs for all Co-PIs (limit of 5).

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Save as Draft

# Abstract:

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## Fall 2024 Seed Grant

PDF ?

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### Abstract

Abstract \*  
Please limit abstract to 250 words.

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source, Styles, and Format. Below the toolbar is a large empty text area for writing the abstract.

Words: 0, Characters: 0/20000



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# Budget:

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### Fall 2024 Seed Grant

PDF ?

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### Budget

**Budget Form**

Please visit the CRC Internal Funding website and download the budget form from the "InfoReady Support Resources" page. Then save the Excel form as a PDF and upload it here.

- Seed Grant Budget Form

**Upload the project budget form. \***

Fill out the Seed Grant Budget Form, and attach it as a .pdf.

Drag and drop a file here or click the button below to select a file to upload.

Select File

Previous Next

Save as Draft

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Download the appropriate budget form from the CRC website:

<https://internalfunding.research.fsu.edu/infoready-support-resources/>

## SEED Budget Form:

FSU FLORIDA STATE UNIVERSITY

### COUNCIL ON RESEARCH AND CREATIVITY

HOME PROGRAMS INFOREADY SUBMISSION PORTAL WORKSHOPS CRC FORMS CRC POLICIES FAQs STATISTICS INFOREADY SUPPORT RESOURCES

HOME / INFOREADY SUPPORT RESOURCES

## InfoReady Support Resources

### Budget Forms

Please attach the appropriate **Budget Form** in the **Budget** section of your grant application.

- Arts & Humanities Program Enhancement Grant (AHPEG) Budget Form
- First Year Assistant Professor Grant (FYAP) Budget Form
- Seed Grant Budget Form**
- Small Grants Program (SGP) Budget Form
- Summer Research Support Grant (SRS) Budget Form

# Seed Grant - Budget Form

All the budget categories will total here.

<b>GRANT BUDGET</b>	<b>\$100,000</b>
<b>TOTAL AMOUNT FROM SECTION A-D</b>	<b>\$0</b>

Name: \_\_\_\_\_  
 Title of Proposal: \_\_\_\_\_  
 Date: \_\_\_\_\_

SECTION B: PERSONNEL TRAVEL	AMOUNT
Travel expenses for all personnel employed at FSU. These expenditures can include conferences, workshops, or other such research meetings that are necessary to carry out the project are generally allowable direct costs. These costs include transportation (airfare, mileage, etc.), lodging, ground transportation, registration fees, and per diem. Travel budgets should be divided into domestic (travel within the contiguous United States, Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands) and foreign (travel outside of the contiguous United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands).	
Domestic (U.S., Alaska, Hawaii, Puerto Rico, or U.S. Virgin Islands)	
International	
<b>TOTAL</b>	<b>\$0</b>

SECTION A: PERSONNEL SALARY	AMOUNT
List all personnel employed at FSU. Do not include non-FSU employees, such as personnel at other organizations or consultants. Each person's role on the project should be identified. OPS personnel should be budgeted using an hourly rate. • PI/Co-PI Salary is not allowed.	
Other Personnel Salary (GA, Undergrad, Post-Doc, Technician, etc. are allowed. Faculty, USPS and A&P are not.)	
<b>TOTAL</b>	<b>\$0</b>

SECTION C: OTHER DIRECT COSTS	DESCRIPTION OF COST	AMOUNT
Materials and Supplies	<ul style="list-style-type: none"> <li>Supplies that are directly related to the project are generally allowable as direct costs.</li> <li>"Equipment" that costs less than \$5,000 falls within this category.</li> </ul>	
Publication Costs	<ul style="list-style-type: none"> <li>Costs for publication of research results in professional journals as a part of the project dissemination plan are generally allowable as direct costs.</li> <li>Costs of the publication of a book, article or other forms of publication (e.g. exhibits, performances), such as:                             <ul style="list-style-type: none"> <li>Special costs associated with illustrations, reprint fees, editing and etc. for either an article or book.</li> <li>Other types of equivalent expenses involved in the "publication" of creative works in other media (music, drama, visual arts, electronic arts, etc.).</li> <li>Subventions are not allowed.</li> </ul> </li> </ul>	
Consultant Services	<ul style="list-style-type: none"> <li>A consultant is generally an expert advisor who is paid to provide advice, but should not be making decisions for the direction of the research at a fixed rate. Consultant costs are allowable as direct costs as long as it directly benefits the project.</li> <li>If the consultant is an employee of another university, be certain that the consultant is following his or her home institution's consulting policy.</li> </ul>	
ADP/Computer Services	<ul style="list-style-type: none"> <li>The services you include here should be research specific computer services, such as, reserving computing time on supercomputers or getting specialized software to help run your statistics.</li> </ul>	
Consortium/Contractual Costs	<ul style="list-style-type: none"> <li>Contractual costs are associated with a vendor that provides a service or good that is routinely provided to the general public and therefore is not unique to the project. Typically the organization is for-profit and not subject to federal compliance requirements.</li> </ul>	
Rent	<ul style="list-style-type: none"> <li>Rent is generally an allowable cost when work is being performed in a space that is not owned by FSU.</li> </ul>	
<b>TOTAL</b>		<b>\$0</b>

SECTION D: ADDITIONAL OTHER COSTS	AMOUNT
Other costs are not mentioned above can be budgeted as a direct cost as long as they are allowable, allocable, reasonable, and consistently treated, such as:	
<ul style="list-style-type: none"> <li>Honorariums</li> <li>Travel Costs for non-FSU employees</li> <li>Incentives and/or payments for research participants</li> </ul>	
<b>TOTAL</b>	<b>\$0</b>

Put the amounts in the right column. The formulas in the spreadsheet will total the amounts in each category, and at the top of the page.

## Proposal:

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## Proposal

### Proposal

The proposal text cannot exceed eight pages (not including references, appendices and the list of Past/Current/Pending Grants for the PI/Co-PIs). If you have no information to submit for a given section, enter N/A for that section. Upload only PDF versions of your Proposal Text form.

Locate the appropriate Proposal Template from the CRC Internal Funding website, on the "InfoReady Support Resources" page:

- [Download the Proposal Template](#)

### Past Current and Pending Grants:

Applicants must list all internal and external (past, current and pending) grants awarded to the PI and any Co-PIs within the last 5 years. **The Prior Award History must be included in your proposal submission as an appendix, and does not count toward the proposal page count.** Please include:

- All current external grants (federal/state or other) and all current CRC grants
- All pending external grants (federal/state or other) and all pending CRC grants
- All grants and awards - both external and CRC - you have received in the past 5 years, and
- Any grants you plan to submit in the near future.

### Information to include about each grant:

- Name of the PI/Co-PI included on this grant
- Grant Title
- Source of Support
- Grant Start Date
- Grant End Date
- Time Commitment %
- Award Amount
- Outcomes (proposals submitted, publications, awards, etc.)

### CRC Grants:

Include FYAPs, EIEGs, SRS, AHPEG, Seed, SGP and/or Honorary Awards - awarded to the PI within the past 5 years. These **must** be included, along with the outcomes (proposals submitted, publications, awards, etc.) of those awards. **Failure to include these awards and their outcomes will result in the disqualification of this proposal.**

To view the last 5 years of CRC Award History, search the table on our website: [Prior CRC Award History](#)

### Proposal Formatting Guidelines:

- Eight (8) pages maximum (excluding References and any Appendices).
- Font size: must be 11 points or larger (smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when the page is viewed at 100%). Some PDF conversion software reduces font size; it is important to confirm that the final PDF document complies with the font requirements.
- Line spacing: must be no more than six lines per vertical inch.
- Text color: must be black; color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable.
- Please use one of the following fonts: Arial or Times New Roman.
- Provide at least one-inch margins (1") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

**Note: If your proposal does not adhere to formatting guidelines, it is subject to technical disqualification.**

Having trouble saving your proposal as a pdf? These [instructions](#) from Microsoft should help.

Use the "Prior CRC Award History" tool to research your previous CRC awards. The last 5 years are included in the table, and searchable by FSU employee ID.



## RESEARCH DEVELOPMENT

ABOUT SERVICES RESOURCES EVENTS LIMITED SUBMISSIONS CRC / INTERNAL COMPETITIVE FUNDING PROGRAMS

RESEARCH OFFICES / RESEARCH DEVELOPMENT / PRIOR CRC AWARD HISTORY

### Prior CRC Award History

The following information is used by the CRC to identify the recent internal award history of proposal applicants. History includes 2019/2020 through 2023/2024.

Show 25 entries Copy Print Excel

Search:

Employee ID:	Role:	Award Type:	Proposal Title:	Amount Awarded:	Award Year:
[REDACTED]	PI	AHPEG	[REDACTED]	\$15,000.00	2023/2024
[REDACTED]	PI	AHPEG	[REDACTED]	\$19,957.00	2023/2024
[REDACTED]	CO-PI	AHPEG	[REDACTED]	\$19,957.00	2023/2024
[REDACTED]	PI	AHPEG	[REDACTED]	\$20,000.00	2023/2024
[REDACTED]	PI	AHPEG	[REDACTED]	\$20,000.00	2022/2023
[REDACTED]	PI	AHPEG	[REDACTED]	\$20,000.00	2022/2023

Upload a Proposal \*

Drag and drop a file here or click the button below to select a file to upload.

Select File

Previous Next

Save as Draft

At any point in the application, you can click the "PDF" button and it will create a PDF for your application.

**Recommendation:**

Before you submit your application, produce the PDF and send it to your department grant team for review.

## Acknowledgement:

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Expand Screen

Fall 2024 Seed Grant

Details Applications [Apply Here](#)

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

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General Information

Proposal Transmittal

Project Spending Authorization, Named Faculty Approvals and Notifications

Curriculum Vitae

Abstract

Budget

Proposal

Acknowledgement

### Acknowledgement

**CRC Terms and Conditions of Award**

The following Terms and Conditions are applicable to all proposal-based awards issued by the Council on Research + Creativity unless otherwise noted.

**General Guidelines:**

- CRC grant funds may only be used to support research and creative activity.
- Project-related travel is allowed on most CRC grants; however, **travel is restricted to necessary and direct support of the research conducted as part of the proposed work.** Conference or workshop attendance for the purpose of presenting research or creative activities is not permitted, with some exceptions allowable for the Arts + Humanities Program Enhancement Grant program. If awarded, any travel plan alterations must receive prior approval by a representative of the CRC before the travel occurs.
- Computers and computing equipment purchases are not allowed on CRC grants.
- Book subventions cannot be funded by CRC grants, with the exception of the Small Grants Program.
- Equipment purchases are not allowed on CRC grants, with the exception of the Equipment + Infrastructure Enhancement Grant program.
- CRC grants may support a stipend for a student hired on a grant; matriculation and tuition fees cannot be paid for by CRC funds. Student travel cannot be funded by CRC grants.
- Faculty members who receive CRC funds during sabbatical will be asked to repay those funds if they terminate employment with FSU during the year following the award. In addition, summer funding (First Year Assistant Professor and Summer Research Support programs) will not be awarded to faculty planning to leave the university immediately following the award period; if grant funds have been used prior to award termination, it will be necessary for the PI to repay the spent funds.

**Changes to the Project:**

1. The CRC approved the scope of work as submitted with the proposal. ***The written approval of a representative of the CRC is required prior to implementing any change to the scope of work.*** Scope of work violations may result in loss of internal funding eligibility for multiple years.
2. Actions likely to be considered a change of scope include, but are not limited to, the following:
  - o Changes in the goals or specific aims approved at the time of the award,
  - o Any change from the approved use of animals or human subjects, or
  - o Transferring the performance of substantive programmatic work to a third party by contract or any other means.

**Budget Deviations:**

1. The CRC approved the project budget as submitted with the proposal. ***Budget deviations greater than 10% per budget line item (cumulatively) require the prior written approval of a representative of the CRC.***
2. Budget revisions should be requested via a Budget Amendment Form. The Budget Amendment Form, which can be downloaded from the Internal Funding website, must be electronically signed by the PI and submitted via the **CRC Time Extension and Budget Amendment Submission page**. If the budget revision is approved by a representative of the CRC, the OMNI Project Budget will be modified to reflect the newly approved categories and amounts.
3. ***Budget amendment requests must be approved before any changes can occur.*** Requests may not be submitted after the fact, and all requests must be submitted no less than 30 days prior to the end of the award period. ***Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.*** Budget amendments are limited to two per award.
4. Budget violations may result in loss of internal funding eligibility for multiple years.
5. The Office of Research reserves the right to withdraw remaining funds from a project if unauthorized spending occurs and may also require misspent funds to be repaid by the PI/Department. Any unapproved expenditures beyond the 10% limit will result in the grant being frozen until the overage is refunded to the grant; the same applies to any unapproved expenditures that fall outside a grant's budgetary categories. In addition, no further CRC grant proposals will be accepted from applicants (as PI or Co-PI) on any grant that is out of budgetary compliance until the situation is rectified. Penalties will be handled on a case-by-case basis.

**Time Extensions:**

1. Time extensions require prior written approval by a representative of the CRC; only one time extension is permitted per project.
2. If the project budget is in good standing, a 90-day extension will be automatically granted upon request. Time extension requests for greater than 90 days will be considered on a case-by-case basis, not to exceed six months.
3. Requests for a time extension, along with justification, should be submitted to the CRC Time Extension and Budget Amendment Submission page no less than 30 days prior to the award expiration date. ***Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.***
4. Funding allocated for PI salary is not eligible for a time extension; other budget categories - such as student stipends, supplies, etc. - are eligible for time extensions.



Save as Draft

Terms + Conditions Acknowledgement \*

I have thoroughly read and agree to adhere to the CRC's Standard Terms and Conditions of Award.

Previous Preview

Click "Preview" to review your application before submission.



# Preview:

Terms + Conditions Acknowledgement \*

I have thoroughly read and agree to adhere to the CRC's Standard Terms and Conditions of Award.

Edit Submit

Clicking "Edit" will return you to the application to make any changes you need. Click "Submit" once completed.

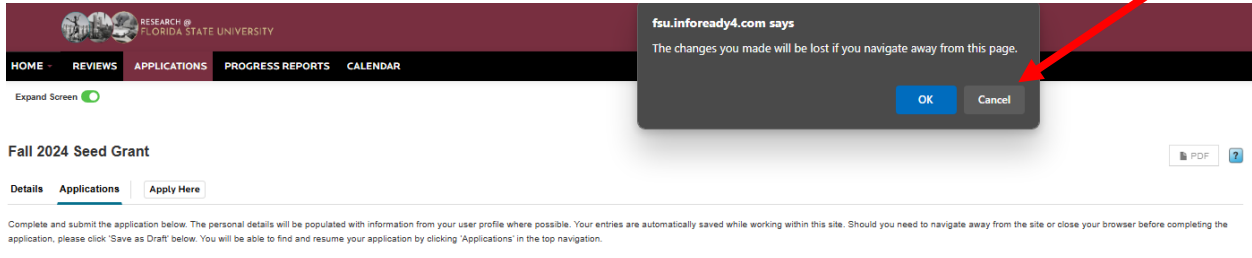


Save as Draft



# Leaving without Saving:

If you try to leave the page without saving, it will warn you. Make sure to click the "Save as Draft" button at the bottom left corner of the application.



# Your Application History:

Any CRC applications you submit during the Fall 2024 term and after will show on this tab.



# Progress Reports:

Progress Reports will be required at 6-, 12- and 18-month intervals. You will receive an automated email when they're due. They can be accessed from the "Progress Reports" tab.

RESEARCH @ FLORIDA STATE UNIVERSITY

HOME REVIEWS APPLICATIONS **PROGRESS REPORTS** CALENDAR

### Your Progress Report

All of your Progress Reports are listed below. The search, sort and filtering options allow you to organize your Progress Reports as desired. Click the Progress Report Title to access your Progress Report, along with details about the opportunity, and your submitted application.

Show  entries Search:

Application Title	Competition Title	Progress Report Title	Progress Report Status	Deadline
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

FSU FLORIDA STATE UNIVERSITY  
Florida State University  
QUESTIONS? Email us  
Office of Research  
3012 Westcott North Annex  
Tallahassee, FL 32306-1330  
infoReady Accessibility

# Progress Report Questions:

**Project Outcomes Survey: 6-Months Post-Award**  
2024-2025 First Year Assistant Professor (FYAP) Grant

As part of our commitment to ensuring the continued success and impact of CRC-funded research at Florida State University, we kindly request your participation in our Project Outcomes Survey. This survey, conducted at 6-, 12-, and 18-month intervals following the award end date, helps us gather essential information on the progress and outcomes of your funded project.

Your responses will provide valuable insights into the proposals, publications, exhibits, presentations, and other external funding outcomes resulting from your CRC-funded award. This information is crucial for evaluating the impact of our funding and for promoting the accomplishments of our faculty.

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Please take a few moments to complete the following questions:

### External Funding Outcomes

How many external grants have you applied for since receiving this funding? \*

1

A number any higher than 0 will populate the details box below the question.

Please list the funding sources and the proposal title(s) below, along with the date of submission. \*

Words: 0, Characters: 0/20000

### Publications and Presentations

How many articles and/or books have been submitted that are related to this funding? \*

1

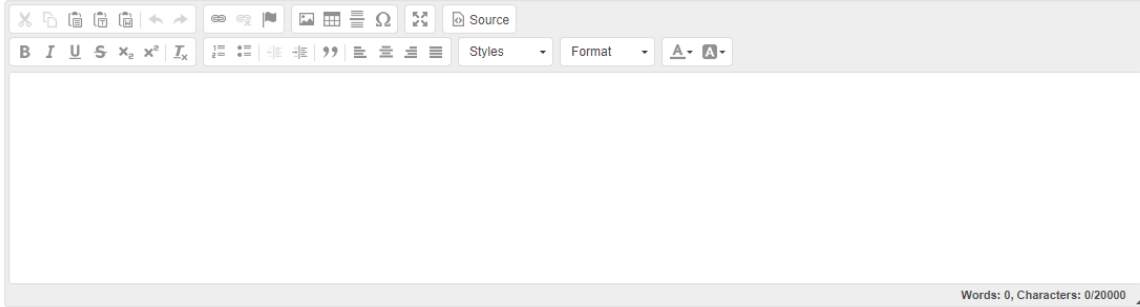
Please list the names and dates of the articles and/or books. \*

Words: 0, Characters: 0/20000

How many conferences or seminars have you presented at as a direct result the CRC-funded project? \*

1

Please list the names and dates of the events below. \*



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering event names and dates. The status bar at the bottom right indicates "Words: 0, Characters: 0/20000".

### Creative Products

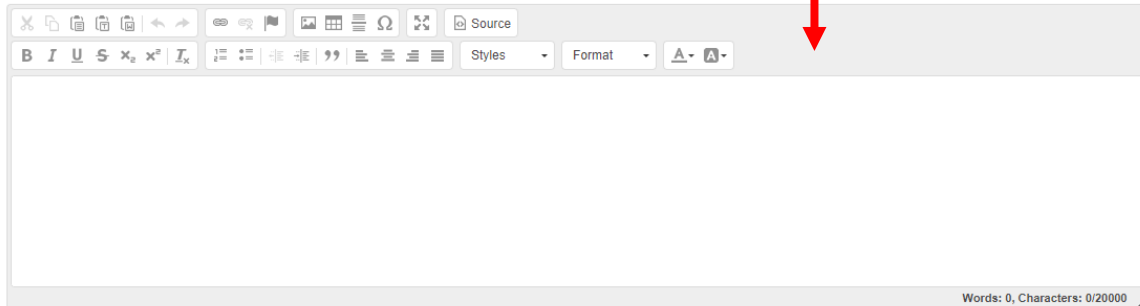
Have any creative products been made/displayed/showcased as a result of your CRC funding? \*

Yes

No

Clicking "Yes" will populate the details box below the question.

Please provide the details about the creative products. \*

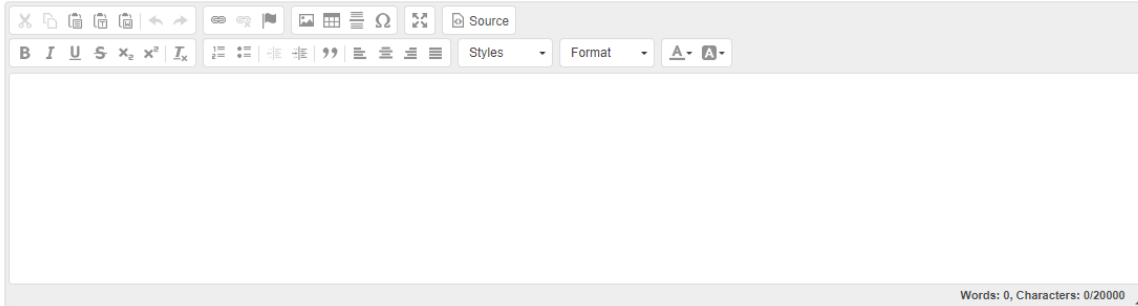


A rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for providing details about creative products. The status bar at the bottom right indicates "Words: 0, Characters: 0/20000".

## Impacts

Please provide a paragraph about how this funding has enhanced your ability to make an impact. \*

Impacts may include: Community Engagement/Impact, Artistic/Cultural Impact, Educational Impact, or an Impact to your Department/College.



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and font color. Below the toolbar is a large empty text area for input. At the bottom right of the text area, it says "Words: 0, Characters: 0/20000".

We greatly appreciate your time and effort in providing this information.

Your contributions are vital to the continuous improvement and success of our research programs at FSU. If you have any questions or need further assistance, please do not hesitate to contact us at: RSCH-CRC@fsu.edu.

Thank you for your participation and for your ongoing dedication to research excellence.

Click "Preview" to review all your questions before submission.

Preview

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Click "Edit" to return to the questions. Click "Submit" once completed.

Edit

Submit