**Proposal Formatting Guidelines**

A. Eight (8) pages maximum (excluding References and any Appendices).

B. 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.

C. Line spacing: must be no more than six lines per vertical inch.

D. Text color: must be black; color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable.

E. Please use one of the following fonts: Arial or Times New Roman.

F. Provide at least one-inch margins (1*"*) - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

***Please delete this page before submitting proposal.***

**Seed Grant – Proposal Text Form
*Section instructions in blue text should be deleted.***

PI Name:

Co-PI Name(s): *(if applicable)*

Proposal Title:

1. **Project/Issue and Goals:**

 *Describe the project or issue your proposal will address. Briefly describe the goals/objective of the project. Describe how the work proposed is a new concept to the area of work.*

*Scoring Criteria for this section:*

* *Is the project/issue the project will address important/significant in the PI’s and, if applicable, Co-PI(s)’ area of research?*
* *Are the goals/objectives of the project clear?*
* *Is the project clearly differentiated from other pending or existing PI projects?*
* *Does the proposal state:*
	+ *The scholarly and, where appropriate, the artistic merits of the proposed activity?*
	+ *The effect the project will have on advancing knowledge and understanding in the field represented by the proposed work?*
	+ *The relationship of the work to existing or planned institutional research and creative programs and capacities as a statement of how the proposed program would enhance the PI/ Co-PI(s)’ research and creative activity at FSU?*
	+ *Does the project align with FSU research and creative activities priorities including ASPIRE?* [*https://aspire.fsu.edu/report/*](https://aspire.fsu.edu/report/)
1. **Research Methods/Creative Activities:**
 *Describe the research methods/creative activities that will be undertaken, including scientific or creative objectives, data or materials to be used, and methods of analysis or performance of the project. Identify the partners (departments, programs, and/or individuals) in the multidisciplinary alliance, if applicable, noting their role(s) in the project. The proposal should be clearly understandable by those not in the PI/ Co-PI’s field, and jargon should be avoided.*

*Scoring Criteria for this section:*

* *Are the research methods and/or creative activities appropriate considering the goals/objectives of the project?*
* *Are the multidisciplinary/interdisciplinary partners, if applicable, clearly identified and well-suited to the project? Does the proposal indicate the overall integration, coherence, and credibility of the efforts among disciplines and researchers who would carry out the proposed plan?*
1. **Significance of Intended Outcomes:**
 *Describe the basis for the evaluation of results and/or conclusions, the importance of these outcomes/conclusions, and the significance or contribution of your project to the field and/or society.*

*Scoring Criteria for this section:*

* *Are the intended project outcomes of potential importance/significance?*
1. **Anticipated External Funding:**
 *Describe how the proposed research or creative activity will enhance the prospects for future external funding and/or support. List anticipated outside funding sources to support follow-up activity, including specific grant programs, the goals of those programs, and the amount of funding available. List the approximate date(s) by which you intend to request external funding from one or more of the funding sources you identified.*

*Scoring Criteria for this section:*

* *Is it likely that the proposed research or creative activity will enhance the prospects for future external funding and are the resulting external funding or outcome plans described clearly and specifically?*
* *Does the plan for seeking external funding seem reasonable?*
1. **Schedule of Project Activities:**
 *Provide a statement indicating the amount of progress anticipated during the grant period and the intended schedule for completion of the plan, including start and completion dates of major project activities, publications, performances, etc. If appropriate, briefly describe the related research and/or creative activities that will take place before and after the grant period.*

*Scoring Criteria for this section:*

* *Does the schedule of project activities seem realistic?*
* *Does the proposal indicate the anticipated progress during the grant period?*
1. **Budget:**
 *Provide a detailed and clear budget explanation. The information should mirror the items listed on your Budget Summary form but should be significantly more detailed. The description should be narrative in nature and should include quantifiable financial information.* ***If travel is proposed, specific projected dates and locations should be included; this travel is restricted to necessary and direct support of the research proposal rather than the presentation of the research at conferences, workshops, etc.*** *Refer to the Request for Proposals for details on unallowable expenses.*

*Scoring Criteria for this section:*

* *In reference to the Project Goals/Objectives and the Proposed Research Methods/Creative Activities, does the project budget seem reasonable?*
* *Are the supplies/materials, travel, and/or other budgeted items clearly detailed and appropriate for the work proposed?*
* *Is the budget appropriate for the project in regards to its duration, staffing, and purchasing needs? Does the staffing budget (including graduate students and postdoc salaries) clearly link to the project activities, feasibility and success?*
1. **Departmental/College Support:**
 *Describe any additional support the PI and Co-PI(s), if applicable, will receive from the department and/or college. This special or non-routine support may include, but is not limited to, release time from teaching load, graduate student costs, rehearsal or performance space, lab space, and/or technical assistance.*

*Scoring Criteria for this section:*

* *If the PI’s and/or Co-PI(s)’ department and/or college will be providing any special or non-routine support for the project, is it likely that such support will contribute to the success of the project?*
1. **Professional Obligations:**

 *List any professional obligations the PI and/or Co-PI(s) has during the award period. If any of these obligations include active grant or awards, please explain the relationship of the proposed funding to any other active funding for this period.*

*Scoring Criteria for this section:*

* *Are the PI and/or Co-PI(s)’ other professional obligations during the award period likely to interfere with their ability to successfully complete the project?*
* *o Does the PI clearly explain any existing or proposed funding that would overlap with this award period?*
1. **References:**
 *Include a references list, if applicable. References do not count as Proposal Text pages.*
2. **Appendices:**
 *Include appendices as needed, including approval forms and other supplementary materials pertinent to your request. Please be considerate of reviewers’ time and file space; avoid excessive appendices.*

*Research compliance approval letters (Human Subjects, Animal Subjects) may be included in this section if they have already been obtained for this project.*

*Also include your Prior CRC Award History, including the last 5 years of CRC awards.*