Eberly College Interdisciplinary Research Collaborative for a Safe and Healthy Society Seed Grant Program

Call for Proposals

**Purpose:** To support research activities by Eberly College of Arts and Sciences faculty that advance the mission of the Eberly College Interdisciplinary Research Collaborative for a Safe and Healthy Society: to advance the land grant mission of West Virginia University and Eberly College by addressing challenging conditions faced by society in the state and region. These grants intend to promote interdisciplinary collaboration and the pursuit of external funding.

**Summary**
This program is currently funded by contributions from the following Eberly College departments and schools: Communication Studies, Psychology, Public Administration, Social Work and Sociology and Anthropology, with funds also contributed from the Office of the Dean. To encourage research collaboration, the WVU Extension Service has committed funds to this program for projects that involve collaboration with Extension faculty. Funds are for collaborative and interdisciplinary mini-grants up to $10,000. This program is available to all full-time faculty in the Eberly College. Each project must represent a multiple-researcher effort, and one researcher must be from one of the contributing departments or schools. If researchers are all from the Eberly College, they must represent two or more disciplines. Cross-College Collaborations are encouraged, but these funds are restricted to the Eberly College portion of the proposed research project.

Grants will be awarded on a competitive basis, based on written proposals. There will be one funding competition each year (with a January 31 proposal submission deadline), with funds available May 15. Up to five awards are anticipated each round, depending on availability of funds and the quality of proposals.

Proposals are reviewed by a panel (who may request external reviews) and a priority list of funding recommendations is generated. As the Dean of the Eberly College’s representative, the Eberly College Associate Dean for Research makes final funding decisions subject to availability of funds and Eberly Interdisciplinary Research Collaborative priorities. Awarded funds should be spent within the following fiscal year; requests for extensions must provide a justification and contain an updated budget. A closing report detailing the outcomes is required within 60 days from the end of the funding period. All awardees are expected to engage with the Eberly College Research Office by attending workshops offered and working with their staff on the development and submission of external grant applications resulting from the seed grants.
Deadline: Applications must be received by 5 p.m. on January 31.

Budget: The budget is limited to a maximum of $10,000 in total direct costs for a 12-month period.

Activities that may be supported
The goal of this program is to provide a mechanism to build and strengthen the mission and aims of the Eberly Interdisciplinary Research Collaborative. Ultimately, it will support specific research and scholarship activities that increase collaboration and interdisciplinary partnerships and efforts that are likely to result in external funding. To reflect and support the mission and aims of the Eberly Interdisciplinary Research Collaborative, proposals must address one or more of the following themes:

a) Substance use prevention and treatment, drug policy and national trends of drug use and distribution.
b) Social determinants of health, health/health care policy and medical sociology.
c) Crime and its effects on communities and families, crime prevention and policy.

Below is a non-exhaustive list of eligible activities:

- Small research projects (aimed at preliminary results or to complement an ongoing larger effort).
- Grant proposal preparation and submission.
- Data gathering.
- Survey design.
- Field travel.

Examples of acceptable uses of funds (specific spending items that may be included in the budget):

- Faculty effort.
- Student (graduate or undergraduate) effort.
- Program-related travel.
- Consumable materials and supplies.
- Other expenses related to the conduct of research (such as cost of professional services of editing or software development, surveys, supplies, research participant incentives or other cost for minor experimental work).

Examples of NOT acceptable uses of funds:

- Equipment.
- Conference travel.
- Publication costs.
- Administrative or secretarial support.
Application Process
Eligible individuals submit proposals by the due date of January 31. The corresponding department, school or program head must approve all proposals. Documentation of such approval must be included in the application.

Eligibility
Full-time Eberly College faculty members and Extension faculty members who are working with Eberly College faculty are eligible to submit proposals; the proposal must demonstrate that multiple researchers will be involved, and one researcher must be from a contributing department or school. Designation of Principal Investigators and Co-Investigators is at the discretion of applicants. Cross-College Collaborations will require funding or in-kind support from the other college. The commitment for those funds must be provided by the other college and be described in the proposal submission.

Proposals
Proposals (11-point font, single-spaced, 1” margins) should consist of the following elements:

1. A narrative (three pages) describing the need, proposed activities, expected outcomes and their relevance to the goals of the program and the proponent’s research. Where appropriate, proposers should include a summary of outcomes from previous similar funding.
2. An itemized budget detailing the expected use of requested funds.
3. The funding landscape for such research should be described. Please include potential sources of external funding and a timeline for submission and anticipated dollar amounts.
4. Supporting documentation including a letter or email of approval from school, department or program head and other items necessary to make the case for funding. If a Cross-College Collaboration, a letter from the department chair of the external researcher describing the in-kind or monetary contribution to the project.

A template of the proposal format is available to download (Word document).

Concurrent funding: This program may be used to supplement but not supplant funding from other sources. Ongoing funding or pending applications for WVU or external funding for activities that significantly overlap with the proposal must be disclosed on the cover sheet. Expected use of current or pending funding must be indicated in the budget for items for which support is requested.

Submission: Proposals are due within the published submission period and submitted electronically through this online form.
Review Process
A review panel will prepare a funding priority recommendation as described below. The Eberly College Associate Dean for Research will consult with this panel and make the final decision.

Evaluation Criteria
The main criteria in evaluating the proposals are the potential (positive) effect of proposed activities on the Eberly Interdisciplinary Research Collaborative’s research goals and the likelihood of achieving the stated objectives. Support in the preparation of external grant proposals is a high priority for the College.

Process
At least two reviewers, who will prepare a tentative recommendation supported by a brief (up to half page) summary and justification, will review all complete proposals. Principal reviewers are typically members of the panel; they may request the input of other reviewers.

At the end of the review period, the panel will meet to discuss the individual reports and recommendations. The proposals may be then recommended for full funding, partial funding or not selected for funding. The review panel will generate a summary of the recommendations for every proposal and compile an ordered priority ranking of proposals recommended for funding.

The summaries will be made available to the applicants following the review process. The list of ranked proposals will be submitted to the Associate Dean for Research who will make the final funding decision in consultation with the review committee based on available funds and Eberly College priorities. Final decisions will be communicated to the applicants and made public within a 60-day timeline.

Post-award
The Eberly College Associate Dean for Research makes funds available to the designated Principal and Co-Investigators upon final approval.

Note that if the project research requires IRB or IACUC protocol approval, funds will not be released until evidence of approval is provided to the Associate Dean for Research.

Funds awarded for a project must be spent until the mutually agreed end date of the project, in accordance with the originally submitted budget. The PI must notify the Committee in advance of any changes in plans and of significant (10% or more) deviations from the originally approved budget. Substantial modifications, including extension of the project end date, require a written justification and are subject to approval.
All awardees are expected to engage with the Eberly College Research Office by attending workshops offered and working with their staff on the development and submission of external grant applications resulting from the seed grants.

**Final report**
Within 60 days from the end of the project period, awardees will provide a report detailing the progress made toward the objectives stated in the proposal and funds spent. Failure to provide this report will make the awardee ineligible for future awards through this program.

**Questions about the grant program and application procedure should be addressed to:**

Helen P. Hartnett, MA, MSW, PhD  
Professor of Social Work  
Administrative Fellow  
Helen.hartnett@mail.wvu.edu  
304.293.0525  
Website: [https://eberly.wvu.edu/research/collaborative-seed-grants](https://eberly.wvu.edu/research/collaborative-seed-grants)
About the Eberly College Interdisciplinary Research Collaborative for a Safe and Healthy Society

The Eberly Interdisciplinary Research Collaborative’s mission is to advance the land grant mission of West Virginia University and Eberly College by addressing challenging conditions faced by society in the state and region. Its aims are:

1) Fully utilize the resources and expertise of the faculty, students and staff across WVU who have worked in communities in the state and region to address three substantive areas:
   a) Substance use prevention and treatment, drug policy and national trends of drug use and distribution.
   b) Social determinants of health, health/health care policy and medical sociology.
   c) Crime and its effects on communities and families, crime prevention and policy.

2) Bring together an initial group of faculty associates who are committed to collaboration.

3) Build an infrastructure which can support and sustain ongoing research efforts to:
   a) Establish a team of Eberly College faculty who have relevant substantive and methodological expertise to address the need for an evidence base for interventions and strategies to address societal needs relative to safety and health.
   b) Engage graduate and undergraduate students in all Eberly College departments, schools and programs in this research with aims of developing interdisciplinary research competencies.
   c) Build a broad base of research evidence to be disseminated locally and nationally.
   d) Provide data and research findings that are accessible and relevant to the needs of local communities and state and federal agencies.