

SEAVER RESEARCH COUNCIL GRANT GUIDELINES

- Only full-time, tenure/tenure-track faculty are eligible to submit proposals.
- Eligible new faculty are especially encouraged to submit proposals.
- The Seaver Research Council Grants are intended to serve as "seed money" to develop research projects to the point they will be competitive for external funding.
- These grants may normally be used for:
 - Equipment, except for items which are expected to be provided by the academic department;
 - Materials and supplies;
 - Travel to research sites;
 - Student Assistants;
 - Payments to research subjects, when necessary.
- These grants may not be used for:
 - Student scholarships;
 - Payments of facilities modifications done by Pepperdine employees;
 - Any other internal transfer payments within the University.
 - Data preparation and analysis
- All elements necessary for completing the proposed research project must be in place prior to an award being considered. A Seaver Research Council Grant should assist a principal investigator in bringing a project to completion.
- Applications for Seaver Research Council Grants which will be used in conjunction with sabbaticals or reassigned time are especially encouraged.
- Each application must consist of a **concise description** (no more than four pages) of the proposed project, including a clear description of the methodology to be employed, a description of the expected work product, a **budget** which includes a line-by-line justification for each item requested as well as a description of how the money will be spent, a **timetable** for the completion of the project, and a list of all external funding proposals authored or coauthored in the last five years. A **curriculum vitae** for the faculty member making the proposal must be included. The proposal must be signed by the Divisional Dean to certify that the faculty member will receive the necessary administrative support to conduct the proposed project. *If the proposed research project involves the use of human subjects, a copy of the approved IRB protocol must be attached.*
- Proposals will be evaluated by the Seaver Research Council (each division is represented on the council):
 - The merit of the proposal, which must contain a detailed statement of the methodology to be employed;
 - The potential of the principal investigator's project for later securing external funding;
 - Benefits which would accrue to University students and the researcher's academic unit, if the project is funded;
 - The recent performance of the researcher in the area of the proposed research;

- If the researcher has previously been awarded funds by the Seaver Research Council, the researcher's performance in using those funds will also be considered. A 1-2 page summary of the results generated from previous research grants or release time grants should be included. Also, please note if previous Seaver research or release time awards resulted in requests for funding from external agencies.

SEAVER RESEARCH COUNCIL GRANT APPLICATION

(This is a format, not a form. Please retype, using as much or as little space as needed to respond fully to each question.)

1. Name of principal investigator(s):
2. Name of project:
3. Give a concise description (no more than four pages) of the proposed project, including a clear description of the expected work product, and a description of the methodology to be employed:
4. Give the timetable you propose for completion of the project:

Numbers 5, 6, and 7 refer to Seaver Research Council Grant applications only.

5. Describe the follow-up project and the external agencies from which you would request funding if the project is funded:

Include a list of all external funding proposals authored or coauthored in the last five years.

6. Give the requested budget for this project (Note: All normal University budgetary practices must be observed):
7. Is this study interdisciplinary/collaborative in nature? Describe:
8. I have read this proposal and support this request. Insofar as I can determine, the principal investigator will be able to complete the project as proposed, if funded.

Divisional Dean

Date

9. All of the supporting resources described in this grant are now available to me. If I/we receive the funds requested, I/we know of no reason why the project cannot be completed as proposed.

Principal Investigator(s)

Date

Principal Investigator(s)

Date