The College of Arts and Humanities (CAH) Office of Research is pleased to announce that with the combined contributions of the CAH Dean’s Office, the Provost’s Office, and the Office of Research and Commercialization, there is a total of $120,000 available this academic year to support research activities in CAH. This funding is divided into three programs:

1. Faculty seed funding for research – $70,000
2. Unit start-up incentives – $40,000
3. Departmental production incentives – $10,000

1. Faculty Seed Funding

The purpose of this seed funding is to support CAH pilot studies and projects in research areas that have the potential for future external grant funding or projects that have outstanding commercial potential. Research areas for principal investigator(s) should be new or substantially different from their prior externally funded research. Projects that have already received external funding will not be considered.

Projects should be innovative, have the potential to advance knowledge in the field, should benefit society or advance societal outcomes, and contribute to UCF’s mission by performing impactful research and/or supporting public service initiatives in support of the global community (UCF goals 2 and 3).

A. Eligibility

This research incentive program is open to full-time CAH faculty in lecturer, instructor, tenure-earning or tenured positions, and multiple-year visiting positions at the level of instructor or higher in the first or second year of a multi-year (at least 3 year) position.

B. Submission Process

Faculty interested in submitting proposals for consideration are asked to do so in accordance with the guidelines provided herein. All proposals are required to be submitted to the CAH Office of Research by Friday, October 3, 2014, by 5:00 pm. All proposals must be submitted by email to cahresearch@ucf.edu. Emails must copy the PI’s departmental Chair or Director.

C. Proposal Requirements

Faculty Seed Funding Proposals must include the following sections:

- **Cover Page**: Include a completed CAH Research Initiative Seed Funding Cover Page.

- **Abstract**: Address the need or problem, state the research questions or objectives, and tell who will benefit and/or how project will advance knowledge in the field. It should also explain how the project connects with the Research Initiative Program’s goals as explained above. Abstract should not exceed 1 page.

- **Project Description**: Provide a description that includes general background, significance of project, impact of research, how this project is substantially different from prior externally
funded research, methods, work plan, assessment plan, and a description of project partners and their roles. The project description should not exceed 5 pages.

**Budget:** Provide a project budget that details the kind and amount of expenditures to be made using the categories: payroll, equipment, travel, and other expenses. Funding may not be used for non-project related travel or conference presentations.

The project budget should be between $5,000 and $15,000. If additional funds are needed to complete the project, please indicate the sources of these funds. This initiative will not fund proposals without sufficient resources already in place to cover the full cost of the project(s). In other words, if a project will cost more than $15,000 to complete, there needs to be sufficient evidence included that explains where the sources and amounts of the additional funds.

Budget should not exceed 1 page.

**Future Plans:** Show evidence of continuity of work. Indicate which funding agency or agencies you will be applying to at the conclusion of the seed project and the anticipated funding agency due date(s).

**Current and Pending Support:** List all current and pending support for the PI only and include all internal and external funding sources and amounts.

**Bio Sketch/Résumés:** Include a current bio sketch, résumé, or abbreviated CV for the PI and each of the project partners, not to exceed 2 pages each.

**Appendix (optional):** Include any additional information that you feel would be useful to the selection committee, not to exceed 4 pages.

**Proposal Format**
All proposals must be submitted using 12-point Times New Roman font and may be double or single-spaced.

**D. Proposal Deadline**
October 3, 2014 at 5:00 PM

**E. Evaluation Criteria**
Proposals will be reviewed according to the criteria outlined herein. The CAH Assistant Dean of Research and the CAH Associate Director of Research will consult with previous grant awardee PIs and Co-PIs to review proposals.

**F. Proposal Evaluation Criteria**
Highest priority will be given to the following unranked criteria:

- Proposals with high potential for submission to federal agencies such as NEH, NSF, NIH, NHPRC, US Dept. of Education, etc.
- Proposals with high potential for securing external funding.
- Interdisciplinary proposals involving faculty from the CAH research units:
  - Center for Humanities and Digital Research (CHDR)
• Center for Research and Education in Arts, Technology and Entertainment (CREATE)
• Regional Initiative for Collecting the History, Experiences and Stories (RICHES) of Central Florida.
• Interdisciplinary proposals with any UCF unit(s) or external research partner(s).
• Proposals with clear guidelines for assessment and measurement.

G. Award Amounts
Project budget should be between $5,000 and $15,000. If additional funds are needed to complete the project, please indicate the sources of these funds. This initiative will not fund proposals without sufficient resources already in place to cover the full cost of the project(s). In other words, if a project will cost more than $15,000 to complete, there needs to be sufficient evidence included that explains where the additional funds will come from.

H. Award Notification
Notification of winning proposals will be made in writing to the PI and his/her Director or Chair no later than October 15, 2014.

I. Award Requirements
• Projects may begin as soon as award notification is received.
• Projects must be completed by 08/07/2015.
• Funds will be managed by the CAH Research Office.
• A final report is required within 1 month of project completion and no later than 09/07/2015. The report must summarize the project results and include a development plan for future funding. The plan must include the grant program(s) you will be applying to, the grant submission deadline, a list of those who will be involved in the grant proposal and their roles, and a brief timeline for proposal development. Allow at least two weeks in your plan for UCF’s Office of Research & Commercialization (ORC) Peer Review of the proposal and one week prior to the deadline for submission of all final proposal documents and budget to the CAH Research Office for reviewing and submission to ORC.
• Awardees are expected to submit a research proposal to an external funding agency processed through the CAH Research Office and UCF’s Office of Research & Commercialization within 12 months of project completion.

Failure to meet the award requirements may disqualify the awardee from future internal research funding from the College of Arts & Humanities.

2. Unit Start-up Incentives
Four (4) $10,000 awards will be made to schools/departments or interdisciplinary research units (e.g., CREATE, CHDR, or RICHES) wishing to enhance the research environment for their faculty. Some examples of uses for these funds are computers for student researchers, equipment and software for research purposes, student OPS support for new research projects, or setting up a research lab for a new faculty member or member(s). Funds cannot be used for faculty salary, instructional purposes, or general office equipment not used for research. Funds will be managed through the CAH Dean’s Office.

Chairs or directors interested in this program should email a proposal for the use of the funds, not to exceed 2 pages in length, to cahresearch@ucf.edu no later than October 3, 2014 at 5:00 PM. Proposals should clearly indicate how these funds will be used to secure additional outside funding for the unit.
3. Departmental Production Incentives

At the end of FY2015, a $5,000 award will be given to the department that has the highest percentage increase in the number of external proposal submissions through UCF’s Office of Research & Commercialization from the prior fiscal year. These funds are expected to be used to support research activities within the department.

At the end of FY2015, a $5,000 award will be given to the department that has the highest percentage increase in the dollar amount of external award funding received in ORC from the prior fiscal year. These funds are expected to be used to support research activities within the department.

Awards will be transferred to the departmental operations or OPS account.

The CAH Research Office will be available for informal 30-minute Q&A sessions with all interested parties regarding these initiatives. Sessions will be held in CAH 192 on:

- Friday, 9/12/14 at 2:00 PM
- Monday, 9/15/14 at 10:00 AM
- Thursday, 9/18/14 at 10:00 AM
- Thursday, 9/18/14 at 2:00 PM

Please direct questions regarding any of these initiatives, or research in general, to the CAH Research Office at cahresearch@ucf.edu or call Kristin Wetherbee at 407-823-0908.