

## SEAVER RESEARCH COUNCIL AWARD GUIDELINES

- Only full-time, tenure-track faculty are eligible to submit proposals.
- Eligible new faculty are especially encouraged to submit proposals.
- Faculty not eligible for a 3/2 load may apply for a Release Time award.
- The Seaver Research Council Grants are intended to serve as "seed money" to develop research projects to the point they will be competitive for outside 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, except for the those which are used for teaching classes;
  - Travel to research sites, although travel to professional meetings is not normally funded;
  - Student Assistants;
  - Payments to research subjects, when necessary.
- These grants may not be used for:
  - Student scholarships;
  - Customized software programs;
  - 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 P.I. in bringing a project to completion. These grants cannot be used in "shopping" for other support for the project for which support is requested.
- Applications for Seaver Research Council Grants which will be used in conjunction with sabbaticals or reassigned time are especially encouraged.
- 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 outside 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 outside agencies.

- 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, and a timetable for the completion of the project. A **curriculum vita** for the faculty member making the proposal must be included. The proposal must be signed by the Division Chair who must certify that the faculty member will receive the necessary administrative support for conducting the proposed project. If the proposed research project involves the use of human subjects, a copy of the Human Subjects Research Form must be completed and attached.

## SEAVER RESEARCH COUNCIL GRANT / RELEASE TIME 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.)

Research Council Grant Application

Release Time Application

(circle one)

1. Name of principle investigator(s):
2. Name of project:
3. Give a concise description of the proposed project, including a clear description of the expected work product, and a description of the methodology to be employed (no more than four pages):
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 agencies from which you would request funding if the project is funded:
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.

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
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