

COLLEGE of ARTS and SCIENCES

**INSTRUCTIONS FOR SEED MONEY REQUESTS**

### Description

The purpose of the College of Arts and Sciences Seed Money program is to stimulate development of new projects for research or creative work linked to the missions of the UPRM campus, the College of Arts and Sciences, and of the College’s academic departments. Funds will be granted only for new projects or to facilitate continuity of innovative existing projects which do not currently receive external funding and have not received seed money during the past year. Since these funds are budgeted from institutional money assigned to the Dean’s Office they may be frozen much before the fiscal year ends. For this reason all seed money funds will be granted only once a year, at the beginning of the first semester.

### Requisites and limitations

1. These funds may be requested only by tenure-track or tenured Arts and Sciences professors who do not currently have active projects with external funding (including no-cost extensions) and who did not receive seed money or research incentive funds last year.
2. The maximum amount per project to be granted by the Dean’s Office will be $3,500 (including shipping and handling costs), independently of the number of participants in the request. But a higher amount, up to $5,000, could be considered based on the available funds, the merits of the proposed project, and the budget justification.
3. Expenses for travel outside Puerto Rico will not be allowed. Travel expenses in Puerto Rico are allowed only when are essential to conduct the proposed research work.
4. Proposals requesting computers or printers must demonstrate that the equipment is indispensable for the proposed project and that existing facilities in the various units of the College or the Computer Center are unsuitable.
5. Independently of the adequacy of justifications and of whether funds are approved or not, any current restrictions for the use of institutional funds will be applicable.

### Instructions and format

Use letter size paper with font type "Times New Roman" and size 12. Use one inch for all margins. The total number of single-spaced pages should be no more than three (3), excluding the transmittal form, *curriculum vitae*, and the appendix with quotations. The scanned transmittal form with the signatures and the proposal with the appendices must be submitted by email to **jamilette.acevedo@upr.edu**. It is not necessary to submit printed copies of the document to our office, but each Department is responsible to keep copy of the original documents in its files. The proposal should include the following:

**Transmittal form** (form provided with this Guide) including the signatures of the proponent and his/her department chairperson, as well as a summary description of the Project in 250 words or less. This form must be printed to get the original signatures and then scanned to be included with the electronic version of the proposal.

**Title** of the project, short and concise.

**Summary** of the project in 250 words or less.

**Specific Objectives** of the project, which must be verifiable when the project is completed.

**Description** of the proposed work.

**Budget** including the description and cost of each item and justification (one page maximum). The source of the prices should be indicated and estimates for shipping and handling costs must be included. If the proposal is approved, any required items should reasonably correspond to those listed in the Budget submitted. No budget increases will be authorized once the proposals are approved.

***Curriculum vitae*:** (two pages maximum) Include a copy of your *curriculum vitae.* Emphasize your contributions during the last five years and those which are more relevant to the proposed work.

**Appendix:** If purchases of equipment, materials, or specialized services are requested, include copies of pages from catalogs, websites, or quotations which evidence the cost.

### Procedure and evaluation criteria

The Associate Dean for Research, taking into consideration the recommendations of an Evaluation Committee and the total funds available, will make recommendations to the Dean, who will grant or decline the proposals. Proponents will be notified promptly so the funds can be used as soon as possible.

Evaluation of the proposals will consider (*i*) the merit of the project, as presented, and its value for UPRM, the College of Arts and Sciences, and the academic departments concerned, (*ii*) the budget’s rationality and justification, and (*iii*) the capability of the proponent to achieve the proposed objectives, as evidenced by his/her preparation and previous experience. Newly hired professors (last three years) which have not previously received seed money funds will be accorded priority. Proponents who have received seed money funds in previous years must have demonstrated verifiable results in submitted reports.

### Important dates

1. The deadline for requesting seed money funds is the **first Friday of October.**
2. Approved proposals will be announced no latter than the last working day of October.

1. The deadline for handle the quotes for purchasing equipment and materials using the granted funds will be the second Friday of December.
2. The deadline for submitting the final report to the Office of the Associate Dean for Research is the last day for turning in grades for the second semester of the same academic year in which the funds were granted.

**Instructions for Seed Money - Revised: September 2015**

**English Version**

#### HOJA DE TRÁMITE

**SOLICITUD DE FONDOS SEMILLA (“SEED MONEY”)**

# PROPUESTA AÑO ACADÉMICO: 20\_\_ - 20\_\_

Nombre**: \_\_\_** Correo Electrónico**: \_\_\_\_\_**

Rango:  Departamento**:**

Firma:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Al firmar esta solicitud el proponente certifica que no tiene al presente proyectos vigentes con fondos externos ni ha recibido fondos semilla de la Facultad de Artes y Ciencias durante el pasado año académico.

Título del Proyecto:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Director(a) de Departamento: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P/C: Firma Director(a):  Fecha:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  **Sumario** (250 palabras o menos): |