



## Global Development Seed Grant Proposal Guidelines

*Please follow the guidelines provided. How well these guidelines are followed will be considered when ranking proposal submissions for selection. Please provide a combined PDF with the proposal cover sheet as the front cover followed by the narrative, project timeline, and project budget.*

Considerations when writing your proposal:

- **Innovative Project:** The proposed project must be innovative and competitive in securing external funding for international research and development.
- **Faculty Priorities:** Priority will be given to early- and mid-career faculty as this seed grant is to provide newer faculty with international research and development opportunities.

### Components of Proposal Submission

1. **Proposal Cover Sheet:** Complete the Proposal Cover Sheet by filling out the names of investigators, funding request, and required signatures sections.
2. **Narrative:** The narrative should not exceed 3 pages. It should have an emphasis on international research development. The narrative should include the following:
  - a. **Introduction:** Provide an overview on the purpose of the project, background information such as prior research and/or emerging research on the project subject matter, and project goals and/or objectives.
  - b. **Global Impact Statement:** The narrative should include a statement to clearly explain the global impact of the development research.
  - c. **International Collaborations:** The proposal should demonstrate international collaborations along with making use of cross-campus relationships.
  - d. **Expected Outcomes:** The research question(s) should be clearly stated with an explanation of the goals and objectives and expected outcomes of the seed grant project.
  - e. **Future Funding Opportunities:** Proposals must identify specific and concrete opportunities for future funding to conduct a larger-scale project following the seed grant or “pilot” project. Priority will be given to projects targeting future funding from USAID or other international development funding agencies. Projects building partnerships in the European Union leading toward EU available funding and other US agency grants for international research collaboration (USDA-NIFA, NSF, etc.) will be given priority.
  - f. **Researcher Capacity:** Demonstration of capacity to complete the project (e.g., reference to prior work, brief summary of PI(s) abilities/experience) should be noted.
3. **Project timeline:** The goals of the “pilot” project must be achievable within 12 months. The timeline should be a separate page that outlines activities to achieve the goals within a specified time period (e.g., month, series of months or quarter). See example.
4. **Project Budget:** The project budget will be an additional page that includes a plan for how the budget of up to \$5,000 is to be used. The budget must include departmental funds (excluding salary) that demonstrate a commitment to the scholar’s activity. There is no set amount or specific percentage regarding departmental funds. See example.

## Project Timeline Examples

The project timeline can be an outline of activities within a specified period of time or in the form of a GANTT chart. Please note that the examples provided are generic and more specific details should be provided in your proposal project timeline.

### Project Timeline by Quarter: January to December 2023

- **January 1<sup>st</sup> – March 30<sup>th</sup>:** Include the goal(s) for each quarter and provide a list of objectives/activities to achieve the goal(s).
  - Outline objectives/activities for each quarter to meet the goals and reach expected outcomes for the seed grant project.
- **April 1<sup>st</sup> – June 30<sup>th</sup>:**
- **July 1<sup>st</sup> to August 31<sup>st</sup>:**
- **September 1<sup>st</sup> to December 31<sup>st</sup>:**

### Project Timeline by Month: January to December 2023

- January – Outline activities for each month to meet the goals and objectives and expected outcomes for the seed grant project.
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

## GANTT Chart

### Project Timeline: January to December 2023

Activities	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Location	Key Personnel
Initial meetings					MSU	Professor 1 & 2
Intrument development					MSU	Professor 1, 2, & 3
Experimental setup					MSU	Professor 2 & 3
Hosting international partner					MSU	All Professors
Collaboration activities					Out-of-Country	All Professors
Research in international country					Out-of-Country	All Professors
Analysis of data					Both	Professor 1
External funding submission					MSU	All Professors

## Project Budget Examples

The project budget should include a line item for any larger purchases, but a general description for supplies. It must indicate which expenses will be reimbursed by the International Institute and which will be covered by other funding sources. Please note that the examples provided are generic examples and more specific information should be provided in your proposal project budget.

### Budget Plan Example 1

Budget items	Costs
Flight to research location	\$1,750
Accommodations	\$1,120 (\$80/day, 2 weeks)
Meals	\$560 (\$40/day, 2 weeks)
Travel in-country to research facilities	\$175 (\$25/day, 7 days)
Research equipment	\$2,500
<b>Total</b>	<b>\$6,105</b>
MSU International Institute Reimbursement	\$4,500
Departmental support	\$1,000
Other cost-share	\$605

### Budget Plan Example 2

Budget items	GDSG Request	Cost-Share		
		In-kind (Department)	In-kind (Department)	In-kind (Int'l collaborator)
Transportation				
Flights (2 faculty)	\$3,000			
In-country rental car (10 days)	\$1,500			
Lodging (8 nights)	\$500	\$300		
Equipment for field work				
Sprayer		\$350		
Collection equipment			\$250	
Basic supplies				\$500
<b>Total</b>	<b>\$5,000</b>	<b>\$650</b>	<b>\$250</b>	<b>\$500</b>

For more information visit:

<https://www.international.msstate.edu/offices/international-research-development/internal-funding/global-development>