**Penn State Criminal Justice Research Center (CJRC) Enhanced Seed Funding Program Announcement – Spring 2023**

**Release Date: December 1, 2022**

**Enhanced Seed Funding Submission Forms Due Date: January 31, 2023**

**Award Notifications: February 2023**

**Financial support range:** Up to $20,000 in support, including faculty course releases, research related travel, student support, survey/interview costs, data purchase, and other expenses necessary to the conduct of the approved project. For requests that may be larger, please contact the CJRC Managing Director Gary Zajac at [gxz3@psu.edu](mailto:gxz3@psu.edu) to discuss further.

The CJRC provides financial and other resources to support the development of high quality criminal justice research at PSU. The center also provides consultation on proposal development. Our proposal review process is evaluative (we seek excellent proposals for funding) and developmental (we assist faculty members in initiating research programs that will build their careers and eventually attract external funding). The success of center-affiliated faculty in winning external funding provides the resource foundation for a sustainable seed grant program.

The CJRC has for many years offered an annual seed funding program intended to assist PSU faculty (including Commonwealth Campuses) to pursue external funding by (1) buying out an investigator’s time, (2) supporting project-specific research meetings or workshops, (3) providing research personnel support (CJRC, Graduate, and Undergraduate wages and salaries), (4) collecting pilot data, and (5) other research-related activities in the areas of criminal justice and criminology. We strongly encourage interdisciplinary research and collaboration between units within Penn State. We also encourage proposed projects to use CJRC resources (i.e., research assistants, administrative support).

**The regular CJRC seed funding program has traditionally offered support of up to $7,500. Thanks to support to the CJRC from the Penn State Social Science Research Institute, we are now able to offer an Enhanced Seed Grant program with awards of up to $20,000. Please note that this funding line is separate from the regular CJRC seed grant program, which is still being offered under a separate announcement. It is also unclear if the Enhanced program will be offered in future years.**

**Given the larger amount of funding on offer through the Enhanced program, there will be a strong emphasis on proposals that show compelling evidence of potential for external funding and a clear plan for the pursuit of same. This will be considered carefully in the review of proposals.**

* Seed fund proposals can request a course release at a standard internal rate (i.e., $7,500), and/or other forms of project support up to a total of $20,000, including research related travel, student support, survey/interview costs, data purchase, and other expenses necessary to the conduct of the approved project. For course release requests, investigators should seek at least preliminary approval from their unit heads **prior** to proposal submission.
* Seed fund proposals should be no more than 6 pages and must use the Enhanced Seed Funding Submission Form included in the last three pages of this announcement.
* The CJRC Director, Managing Director and Associate Director, center-affiliated faculty, and advisory board members are potential reviewers for these proposals and typically provide any feedback within 2 months, although notice of successful awards will happen as soon as possible.

**Seed funds are intended to provide support for:**

* Development of new, innovative research projects with a high potential for external funding
* Creation of agency partnerships
* Support for project meetings or workshops (including travel)
* Research assistant time (CJRC, Graduate, and Undergraduate)
* Paying outside consultants
* Small pilot studies

**Seed funds are not typically intended to support:**

* Expenditures generally made by departments and colleges (e.g., travel to professional conferences)
* Delivery of outreach programs or services without a research or evaluation component
* Fund requests for meals and snacks should be kept to a minimum
* Student projects (masters, dissertation research) NOTE: The CJRC has a separate funding stream for graduate research support and undergraduate wages

**Criteria for Review**

* Priority is placed on new ideas that are directly relevant to one or more of the four CJRC Thematic Research Areas – (1) Courts and Sentencing; (2) Corrections and Re-Entry; (3) Treatment and Rehabilitation; (4) Public Safety and Crime Prevention – and to agency partners where relevant
* A well-articulated plan of activities including a brief literature review, clear objectives and a detailed methodology
* Proposals should demonstrate a high potential for substantial progress toward external funding
* Teams comprised of investigators who range in seniority and experience
* Proposals must provide evidence of access to the population of interest and/or evidence of support from any relevant criminal justice agencies or organizations critical to the conduct of the project
* Proposals must make a clear contribution to a criminal justice domain

**Structure and Submission of Proposals**

Proposals must be submitted as one document via email to cjrc@psu.edu. The required CJRC Enhanced Seed Funding Submission Form is found on the last three pages of this release.

**Project Reporting**

Investigators will be expected to reply to an annual project status update survey, which includes external funding (sought and awarded) and publication products. These efforts allow us to track and report outcomes as well as monitor the successfulness of our seed grant program. Awardees are also expected to list “Penn State Criminal Justice Research Center seed grant support” in publication acknowledgment statements.

Please note that CJRC seed grant awardees are expected to expend their funds in substantial conformity to the research plan and budget outlined in their proposal.  We have no problem with moving funds between categories within your approved proposal, and do not necessarily require notice of that.  If you wish to reallocate more than 50% of your award to a purpose or expenditure that was not discussed or budgeted in your proposal, we ask that you contact us in advance to allow our input.  The CJRC is accountable for these funds, thus we do want to be aware of major deviations from the intended research or budget plan.

If you need to make changes to the project description, design, or budget during the course of your projects, please send a request to gxz3@psu.edu with the details of these changes.

**Penn State Criminal Justice Research Center (CJRC) Enhanced Seed Funding Submission Form – Spring 2023**

**Due Date: January 31, 2023**

Please complete all sections below and email the document to us at: cjrc@psu.edu. Proposals must be single-spaced, in Times New Roman font size no smaller than 12-point type, with one-inch margins. Proposals should not exceed 6 pages (excluding information requested in Parts 11 - 13).

Remember that members of the review committee may not have specific expertise in your substantive area and that proposals should be written for a broader scholarly audience. Appendices should not be included.

Your proposal must be sent as one document including letters of support. Please label the file “LASTNAME FIRSTNAME CJRC Enhanced Seed Funding Submission Spring 2023”. Proposals that do not conform to guidelines will be returned to the PI.

***1. Title of Proposal and name of PI:***

***2. 3-5 Descriptive Keywords***

***3. Abstract:***

Provide a succinct overview of the proposal. Assume the reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms (1 paragraph).

***4. Purpose:***

Describe the specific aims of the proposal. This should be in paragraph form and suitable for public presentation (i.e., via the CJRC website).

***5. Background and Description of Research Activities and Methods:***

Provide a brief background or rationale for the proposal and a description of the specific research activities to be undertaken and methods used. Include a brief summary of the scientific foundation for the research - the conceptual/theoretical framework/logic model and empirical evidence that provides the foundation for the proposed work.

***6. Potential for External Funding:***

Enhanced Seed Funding is intended to support the development of research that has significant potential for generating external funding. Please respond to each of the following questions. This will be considered carefully in the review of your proposal.

1. Which funding agencies or foundation officials (e.g., project officer) have you spoken with to determine their interest in this project or project area? What feedback did you receive on your concept and approach?
2. Are you responding to a specific request for proposal (RFP/RFA), program announcement, or other special funding initiative? If yes, which one and how is your Enhanced Seed Grant request a good match for it?
3. Is this Enhanced Seed Grant request being submitted in response to feedback from a prior external proposal? If so, how does this project address reviewer concerns?
4. How does your study compare with projects in similar domains that have been funded by your targeted agency? In particular, how does the scope of your methodology appear similar to other funded projects (in terms of the size and representativeness of the sample, measurement strategies, design and planned analytic approach, etc.)?

***7. Relevance to the CJRC mission:***

Describe how the proposal will contribute to the Criminal Justice Research Center mission and its themes: (1) Courts and Sentencing, (2) Corrections and Re-Entry, (3) Treatment and Rehabilitation, and/or (4) Public Safety and Crime Prevention. Also specify any collaboration with a criminal justice agency and planned outlet/RFP for external funding (if possible, list the specific call and weblink and if you have contacted a program officer).

***8. Scope of Proposal:***

Indicate if the proposed project spans multiple disciplines, centers, or funding mechanisms. State if College of the Liberal Arts, Population Research Institute, Consortium for Combatting Substance Abuse, or other initiative or grants management services will be involved.

***9. Budget and Justification:***

Provide an itemized budget and budget justification that includes salaries, fringe, and other expenses, such as research related travel, student support, survey/interview costs, data purchase, and other expenses necessary to the conduct of the approved project. Expenditures for food are to be kept to a minimum.

***10. Timeline:***

Describe the anticipated timeline to accomplish the goals of the proposal.

***11. Investigator Information:***

Identify the principal investigator, collaborating investigators, and the departments or units they represent. Contact information must be included for all investigators. Please follow the format outlined below for each investigator.

Lead Investigator:

Name

Title

Department/Organization

College/Campus

Phone

Email

Tenure Track - Yes/No; if Yes, please include tenure home department.

[Please include the same information for additional investigators after this.]

***12. Support from All Collaborators***

Collaborating investigators must indicate their support of the project in writing; these should be emailed to the Lead Investigator and attached to this proposal. If the project involves collaboration with external agencies/organizations, please also provide evidence of their support.

***13. Attach CVs or NIH/NSF Biosketches for all Investigators***