**Penn State Criminal Justice Research Center (CJRC) Seed Funding Program Announcement – Spring 2024**

**Release Date: December 1, 2023**

**Seed Funding Submission Forms Due Date: January 31, 2024**

**Award Notifications: February 2024**

**Financial support range:** Up to $8,500 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.

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 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). Given the source of support for these awards, we also encourage, but do not require, participation of faculty from the College of the Liberal Arts in these proposals.

* Seed fund proposals can request a course release at a standard internal rate (c. $7,000-$8,000) or other forms of project support up to a total of $8,500, 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 funding proposals should be no more than 3 pages and must use the CJRC Seed Funding Submission Form included in the last two 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 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 methodology
* Proposals should demonstrate potential for progress towards 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 Seed Funding Submission Form is found on the last two 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 indicate that their research has been supported by a Penn State Criminal Justice Research Center seed grant 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 to the College 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) Seed Funding Submission Form – Spring 2024**

**Due Date: January 31, 2024**

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 3 pages (excluding information requested in Parts 9 - 11).

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 via email to cjrc@psu.edu. Please label the file “LASTNAME FIRSTNAME CJRC Seed Funding Submission Spring 2024”. 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. 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).

***4. Brief 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.

***5. 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).

***6. Scope of Proposal:***

Indicate if the proposed project spans multiple disciplines, centers, or funding mechanisms, and if the College of the Liberal Arts grants office, or other grants management units (e.g. Population Research Institute) will be utilized.

***7. 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.

***8. Timeline:***

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

***9. 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/Unit

College/Campus

Email

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

***10. 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.

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