

**Seed Grant Proposal**

*For Deanship of Scientific Research use*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grant No. |   |   |   |   |   |   |   |   |   |   |   |   |
| Date of submission |   |
| Approved Fund |   | JDs |

|  |  |
| --- | --- |
| Project Title |   |
| Principle Investigator |   |
| Requested Fund |   |

|  |
| --- |
| GUIDELINES FOR SEED-GRANT PROJECTS1. The objective of funding projects is to help researchers among faculty members at the university to initiate sustainable research lines that would ultimately be funded through external grants.
2. Proposals should be submitted through the scientific research committee for the department or faculty of which the researcher is a member.
3. The duration of the project funded by the Deanship of Scientific Research is a maximum of three years.
4. The principal investigator of the project should be a full-time faculty member at GJU.
5. Funding could cover the cost of employing a research assistant, research equipment, research consumables and national travels. It does not cover participation in conferences or purchasing computers, except in exceptional cases and subject to the approval of the president of the university.
6. An annual report shall be submitted to the Deanship of Scientific Research giving details on the progress of the project.
 |

 **Title of Proposed Project**

(*Brief descriptive title. Give prominence to keywords*)

|  |  |
| --- | --- |
| *English* |   |
| *Arabic* |   |

**Principal Investigator**

|  |  |
| --- | --- |
| *Full Name* |   |
| *Rank* |   |
| *Department* |   |
| *School* |   |
| *Telephone no.* |   | *Email address* |   |
| *Signature* |   |

**Co- Principal Investigator(s)** (*Add more names if necessary*)

|  |  |
| --- | --- |
| *Full Name* |   |
| *Rank* |   |
| *Department* |   |
| *School* |   |
| *Telephone no.* |   | *Email address* |   |
| *Signature* |   |

|  |  |
| --- | --- |
| *Full Name* |   |
| *Rank* |   |
| *Department* |   |
| *School* |   |
| *Telephone no.* |   | *Email address* |   |
| *Signature* |   |

1. **Problem Statement**

 *This section should clearly describe the research problem and explain the need for the research and demonstrate the researcher's knowledge of the research topic. This will be an overview of your research, written so a* ***non-specialist*** *can understand the logic of the research goals and methods, and including the methods to be employed. It should contain no scientific jargon and no references, and unusual terms and methods need to be briefly defined.*

1. **Goals and Objectives**
	1. **Previous Related Work**

 *This should include a review of recent literature on the subject and relevant research conducted by the investigators (s) named in this proposal. A closing statement should highlight the novel aspect of this proposal in relation to previous efforts.*

* 1. **Significance of Proposed Work**

 *Outline the contribution this project can be expected to make to the applicant's field of study, development of university research capacity, outreach and researcher competencies.*

* 1. **Development of A Line of Research**

 *Describe how this proposal will allow for the development of a long-term research line at GJU. How will the equipment purchased and the data generated be used to leverage externally funded projects in the future?*

1. **Plan of Work**

 *The work program should describe how the study will be structured to meet each objective. To the extent possible, it should identify major operational phases, relate the phases to time schedules, and describe how the activities will be carried out (special methods, procedures, and experiments to be employed).*

* 1. **Methodology**

 *Research methodology shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives.*

* 1. **Location and Safety Considerations**

 *Researcher(s) should clarify the safety requirements needed for the proposed project as well as the locations of implementations if available.*

* 1. **Available Resources**

 *This section should describe the facilities available at German Jordanian University to be utilized in the proposed project.*

* 1. **Expected Outcomes**

 *Indicate as specifically as possible what results can reasonably be anticipated from this project.*

1. **Discuss Any Related Ethical Issues**

 *Does the project involve using animals, humans, or samples from animals and humans? Does the research involve collecting information of special nature or implications? Do you need special approvals to obtain samples, or conduct any aspect of the research?*

1. **Role of Investigator(s)**

|  |  |
| --- | --- |
| Name of Investigator | Area of Contribution |
|   |   |
|   |   |
|   |   |

*\* Attach a brief CV for each investigator.*

1. **Project Schedule**

*Phases of project implementation*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Task** | **From**MM/YYYY | **To**MM/YYYY | **Duration**Months |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| 4 |   |   |   |   |
| 5 |   |   |   |   |
| 6 |   |   |   |   |
| 7 |   |   |   |   |
| 8 |   |   |   |   |

1. **Budget**

*Budget should be in Jordanian Dinars (JDs).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Budget allocations per 6 months** | **Total** | **Priority**1 = Max2 = Mod3 = Min |
| **1 – 6** | **7 – 12** | **13 – 18** | **19 – 24** |
| **Research Assistant(s)*** *first research assistant*
* *Second research assistant*
 |   |   |   |   |   |   |
| **Equipment*** *Equipment*
 |   |   |   |   |   |   |
| **Software & licenses*** *Software*
* *License*
 |   |   |   |   |   |   |
| **Testing & Analysis** |   |   |   |   |   |   |
| **Consumables** |   |   |   |   |   |   |
| **Publications** |   |   |   |   |   |   |
| **Travel** |   |   |   |   |   |   |
| **Other** (*specify*)  |   |   |   |   |   |   |
| Total = |   |   |   |   |   |  |

**Instructions:**

1. Maximum number of research assistants is two per project/grant.
2. Maximum Research Assistants budget is 640 JDs per month.
3. Research assistants’ compensation rates:
* GJU undergraduate students: 3 JDs/hour (maximum 150 JDs/month).
* GJU graduate students: 3.5 JDs/hour (maximum 250 JDs/month).
* Bachelor’s degree holders: 3.5 JDs/hour (maximum 560 JDs/month).
* Master’s degree holders: 4 JDs/hour (maximum 640 JDs/month).
1. Online price quote is to be attached for any piece of equipment valued over 3000 JDs.
2. Open-access journal publication charges are not valid Publication expenses.
3. Attending conferences is not a valid Travel expenses.
4. Yearly budget allocations are not recyclable (*Special cases may be considered by the Scientific Research Council*).
5. Budget allocations are not transferable (*Special cases may be considered by the Scientific Research Council*).

**Appendix A**

**Department/School Research Committee Evaluation and Recommendation**

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|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent | Acceptable | Poor |
| Research methodology |   |   |   |
| Research objectives |   |   |   |
| Research originality |   |   |   |
| Research contribution |   |   |   |
| Research applicability and relevance |   |   |   |
| Potential for future external funding |   |   |   |
| Overall evaluation |   |   |   |

|  |  |
| --- | --- |
| Chairman of Department/School Research Committee |   |
| Signature |   |
| Date |   |

**Recommendation of Department Council:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Approve | [x]  | Disapprove |

|  |  |
| --- | --- |
| Head of Department |   |
| Signature |   |
| Date |   |

**Recommendation of School Council:**

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Approve | [ ]  | Disapprove |

|  |  |
| --- | --- |
| Dean of School |   |
| Signature |   |
| Date |   |

**Appendix B**

**University Research Council Recommendation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [x]  | Approve |  | Approved Funding |   | JDs |
|  |  |  |
|  |  |  |  |
| [x]  | Disapprove |  |  |
|  |  |  |  |
| [x]  | Postpone |  |  |
|  |  |  |  |
| [ ]  | Direct to |  |
|  |  |

**Approved Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **6/2018****to****12/2018** | **1/2019****to****12/2019** | **1/2020****to****12/2020** | **1/2021****to****5/2021** | **Total** |
| Research Assistant(s) |   |   |   |   |   |
| Equipment /Testing & Analysis /Consumables /Software |   |   |   |   |   |
| Publications |   |   |   |   |   |
| Travel |   |   |   |   |   |
| Other (*specify*) |   |   |   |   |   |
| Total = |   |   |   |   |   |

|  |  |
| --- | --- |
| Dean of Scientific Research |   |
| Signature |   |
| Date |   |