



Research Enterprise
& Outreach
EDUCATION AND HUMAN DEVELOPMENT

Catapult Seed Grant Program – FY25

REQUEST FOR PROPOSALS

Introduction/Purpose

The Catapult Seed Grant Program, offered by the College of Education & Human Development, provides seed funding designed to support preliminary or exploratory research that has the potential to increase the competitiveness of future proposal applications to external funding agencies. The goal of the Catapult Seed Grant Program is the creation of preliminary data or completion of developmental work that will improve the potential for success of a follow-on federal research grant funding application.

Eligibility

Principal Investigators: The Principal Investigator (PI) **must be a CEHD Tenured/Tenured-Track faculty member** who has not received a Catapult or CEHD Departmental Seed grant in the last 5 years and is not currently a PI on a federal research grant. Researchers cannot be the PI on more than one Catapult Grant. Priority for funding will be given to Principal Investigators who have never received federal research dollars at their current rank.

Co-Investigators: Co-Investigators can be CEHD faculty at any rank (T/TT, APT, etc...). Researchers may be listed as Co-Investigators on multiple projects. Co-Investigators can hold positions outside of the CEHD (either internal or external to TAMU); however, no funds can be spent outside of the CEHD.

For additional guidance on PI and Co-I eligibility, please contact the CEHD REO office.

Award Limits

The maximum award amount is \$30,000.

Project Period

Catapult awards are for a maximum of 18 months from the first disbursement of funding, ending no later than August 31, 2026. Any delay in funding disbursement due to delays in receiving TAMU compliance office approval will shorten the project period accordingly. Any funds remaining in the awardee's Catapult project account at the end of the project period must be returned to the College of Education & Human Development.

Key Dates

| | |
|-------------------|--|
| August 2, 2024 | Release of RFP |
| October 25, 2024 | Deadline for Proposal Submissions (11:59pm, CDT) |
| Late January 2025 | Awardees announced |
| August 31, 2025 | Compliance documentation must be received by REO |
| August 31, 2026 | End date of Catapult project funding (Check-in due in InfoReady) |
| December 31, 2027 | Final Project Report due |

Submission

All applications must be submitted as a single pdf document through the [TAMU-EHD InfoReady](https://tamuedu.infoready4.com) submission portal (tamuedu.infoready4.com). Proposals must be submitted no later than the date and time stated in the Key Dates section of this RFP to be eligible for review. Late submissions will not be accepted.

Proposal Application Guidelines

A proposal will consist of the following required documents:

- **Cover Page** (one page maximum) – Must include the following information:
 - A descriptive title (maximum 81 characters, including spaces and punctuation)
 - Need for research compliance review (e.g. IRB, IACUC, Biosafety, etc...) (if applicable)
 - Up to four keywords describing the project
 - Names and contact information for all senior project personnel (PI and all co-PI's)
 - A Project Abstract (250 words maximum); single-spaced
- **Specific Aims/Project Summary page** (one page maximum) – Consist of the following sections:
 1. **Background** – this section should include a brief overview of the problem to be addressed and a statement of the overall project goal or objective.
 2. **Specific Aims or Research Objectives** – this section should include a listing of the Specific Aims or Objectives that will guide the research and achieve the overall project goal.
 3. **Expected Outcomes** – this section should include a brief summary of the outcomes or products of the proposed project and the significance and impact of the new knowledge produced on the disciplines represented by the research team and upon society.
- **Project Description** (4 pages maximum, including figures) – The project description should include the following sections:
 - Provide background information and a brief review of the research literature related to the proposed project and discuss its potential impact on the field (*recommended limit of 2 pages*).
 - State the specific objectives of the project.
 - Describe the work to be performed and the contributions of each member of the research team.
 - Proposals must include a description of the experience and expertise of the members of the team performing the research. If undergraduate or graduate students will be participating in the research, describe their work's relevance to their education and the supervision planned for their participation.
 - Describe the anticipated outcome(s) of the project expected upon completion, as they relate to both the disciplines involved and for society.
 - Provide a timeline for the project (*recommended to present this in table/figure format*).
 - Describe discussions with program officers at external funding agencies as to the suitability of the planned follow-on external proposal submission(s) if such discussions have occurred.
- **Impact and Innovation** (1 page maximum) – As this award mechanism is designed to support innovative ideas with the potential to yield significant, impactful data and new avenues of investigation, the Impact and Innovation section should address the following:

- *Impact*: The proposed research is expected to make an important and original contribution to advancing the understanding of the scientific question being posed. The project's impact should be articulated, even if the impact is not an immediate outcome.
- *Innovation*: Research deemed innovative may represent a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or exhibit other highly creative qualities. Research may be innovative in study concept, research methods or technology, or adaptations of existing methods or technologies. Research that represents only an incremental advance on previously published work is not considered innovative.
- **References Cited** (no page limit)
- **Biographical Sketches** (5 pages maximum each) – required for each of the key project personnel (PI and all co-PI's) and should contain the following:
 - Applicants may use either the [NIH](#)- or [NSF](#)-format Biosketch templates
 - Recent/pertinent publications and synergistic activities related to the proposed project. *The REO Office will assist you in setting up a [SciENcv](#) profile upon request to help create this form.*
- **Other Support** (no page limit) – Using the attached form, providing the following for each key project personnel:
 - Previous, current, and pending support from internal and external funding sources. *The REO Office can help you obtain this information from system records upon request.*
- **Budget Request** (no page limit) – Using the attached budget form, itemize all research-related expenses. All estimates must be reasonable for the scope of work.
 - Unallowable Costs:
 - Faculty salary support may not be requested.
 - Course buyout is not allowed
 - No Facility and Administrative (Indirect) costs should be budgeted.
 - Allowable Costs:
 - Undergraduate and graduate student hourly wage support within SEHD is highly encouraged.
 - Travel (must be critical to the project)
 - Equipment Purchases
 - Materials and Supplies (tangible purchases)
 - Other Costs (non-tangible costs and professional services)
 - Costs to outside entities exceeding 50% of the total budget must be thoroughly justified.
 - *If you need assistance putting your budget together, the REO team is here to help.*
- **Budget Justification** (2 pages maximum) – Applicants must justify all project expenses in detail in a narrative format. An optional template is included with this RFP for the applicant's use.

Formatting Requirements

To ensure that special characters and formatting are accurately reproduced, we strongly recommend that PIs carefully examine all files that have been converted to pdf format prior to submission. All documents, with the exception of the Budget Request and the Biographical Sketches, should adhere to the following formatting: paper size 8.5"x11", one-inch margins on all sides, single-spaced, font size 12-point, Times New Roman. All documents should be submitted in a single, merged pdf document.

Proposal Review Process

Proposals will be reviewed by a panel of faculty drawn from the departments from the College of Education & Human Development. Catapult Seed Grant proposals should be written for an informed general academic audience and avoid field-specific jargon, acronyms, and terminology.

Proposal Evaluative Criteria

The members of the Catapult Seed Grant Program peer review panel will consider the following in evaluating proposals and making recommendations for awards:

- 1) The potential for the proposed research project to accomplish two goals:
 - I. Result in the production of preliminary data that can be leveraged in a successful application for federal or other significant external grant funding.
 - II. Result in significant outcomes that will vertically elevate the knowledge base of the investigative team.
- 2) The potential for the research team to complete the proposed research work on time and on budget.
- 3) The individual and/or combined experience and expertise of the research team.
- 4) The potential for undergraduate and/or graduate students to experience a unique educational experience through participation in the proposed project.
- 5) The availability of any additional or complementary funding that can be leveraged to enhance the outcomes produced by Catapult Seed Grant Program funding.
- 6) The quality of the proposal's writing and construction.

Upon Selection

Awardees will be notified via email which will include instructions on compliance requirements and fund disbursement. Failure of the investigator to fulfill compliance requirements and activate this grant by August 31, 2025, will result in forfeiture of the award. Those who receive an award should work with their departmental business office before making any commitment to expend Catapult funds. Expenses beyond the amount of the Catapult award will not be reimbursed. Any remaining funds at the end of the award period will be returned to the Dean's office. One no-cost-extension requested prior to the end of the 18-month award period may be granted, with adequate justification, for a maximum of one additional year.

Compliance

Proof of compliance approval is not required at the time of proposal submission. If the proposed project involves research that is required to be reviewed and approved by the TAMU research compliance office (e.g., the IRB, IBC, or the IACUC), applicants must submit a copy of all appropriate compliance approval documentation to the CEHD REO Office before funding can be disbursed.

Expectations

New knowledge created as a result of Catapult Seed Grant Program funding should be disseminated through publications in appropriate disciplinary journals and in presentations at disciplinary conferences. Awardees are required to submit a Final Project Report, using the InfoReady portal, detailing how the grant funds were used and how project outcomes were disseminated. Additionally, a copy of the external funding agency proposal(s) which result from the production of preliminary data generated by the Catapult project must be attached to the Final Project Report. This report must be submitted no later than the date stated in the Key Dates section of this RFP. A reminder 60 days before

this due date will be sent to PI's. PI's who do not submit this report will not be eligible to participate in future CEHD research funding programs.

Questions should be directed to CEHDresearch@tamu.edu. The Research Enterprise & Outreach Office is available to provide any assistance needed with the development of Catapult Seed grant proposals.

Open Office Hours with REO

Faculty are welcome to stop by the CEHD Research Enterprise & Outreach office to discuss their research topics and proposal planning at any time. REO has open hours from 1:00-4:00 on the following schedule each month:

1st & 3rd Wednesdays: Harrington Tower, suite 428
2nd & 4th Wednesdays: Gilchrist Building, room 108

Informational Session

A session entitled "Catapult Overview and Keys to Writing Successful Proposals" will be hosted by the CEHD Research Enterprise & Outreach (REO) office. Please check reo.tamu.edu/events-workshops for the session dates.

OTHER SUPPORT

Name of Individual:

Project/Proposal Title:

Major Goals:

Status of Support (Completed, Current, or Pending):

Name of Lead PD/PI:

Source of Support:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

Total Award Amount (including Indirect Costs):

Person Months (Calendar) per budget period (includes In-Kind Contribution):

| Year (YYYY) | Person Months (##.##) |
|-------------------|-----------------------|
| 1. [enter year 1] | |
| 2. [enter year 2] | |
| 3. [enter year 3] | |
| 4. [enter year 4] | |
| 5. [enter year 5] | |

Project/Proposal Title:

Major Goals:

Status of Support (Completed, Current, or Pending):

Name of Lead PD/PI:

Source of Support:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

Total Award Amount (including Indirect Costs):

Person Months (Calendar) per budget period:

| Year (YYYY) | Person Months (##.##) |
|-------------------|-----------------------|
| 1. [enter year 1] | |
| 2. [enter year 2] | |
| 3. [enter year 3] | |
| 4. [enter year 4] | |
| 5. [enter year 5] | |

FY2024 CATAPULT BUDGET REQUEST

PI Name: _____

Project Period: _____ (max 18 months, ending August 31, 2026)

| | | | Total |
|---|-----------------------------------|---------|--------------|
| Student Workers: | | | |
| <i>TBN – Hourly Graduate Student</i> | | | |
| | Number of workers = | | |
| | Hourly wage each = \$ | | |
| | Total hours on project = | | |
| | Total Salary | \$ ____ | |
| <i>TBN – Hourly Undergraduate Student</i> | | | |
| | Number of workers = | | |
| | Hourly wage each = \$ | | |
| | Total hours on project = | | |
| | Total Salary | \$ ____ | |
| Total Student Worker Salaries | | | \$ ____ |
| Total Student Worker Benefits | at 10.9% fringe rate | | \$ ____ |
| Travel: | | | |
| <i>Travel: Domestic</i> | | | |
| | [trip 1] | \$ ____ | |
| | [trip 2] | \$ ____ | |
| | Total Domestic Travel | \$ ____ | |
| <i>Travel: International</i> | | | |
| | [trip 1] | \$ ____ | |
| | [trip 2] | \$ ____ | |
| | Total International Travel | \$ ____ | |
| Total Travel | | | \$ ____ |
| Materials & Supplies: | | | |
| | [item 1] | \$ ____ | |
| | [item 2] | \$ ____ | |
| | [item 3] | \$ ____ | |
| | [item 4] | \$ ____ | |
| Total Supplies | | | \$ ____ |
| Other Costs: | | | |
| | [item 1] | \$ ____ | |
| | [item 2] | \$ ____ | |
| | [item 3] | \$ ____ | |
| | [item 4] | \$ ____ | |
| | Total Other Costs | | \$ ____ |
| TOTAL REQUEST FROM SPONSOR | | | \$ ____ |

Please add as many extra lines as needed.

BUDGET JUSTIFICATION [sample for Catapult]

Personnel

[Recommend naming the PI and any Co-PIs, even though funding is not requested for them; this area can be used to explain their role and need on the project without taking up more room in the five-page project narrative. Follow this with the number and role of the student workers hired for this project and/or what stages of the activities they will be involved in. Typically, this section says it will be under the guidance of the PI and the Co-PIs and how they will be guided/mentored.]

Example: [PI name], principal investigator, requests funds to support two Undergraduate Research Assistants at \$15/hour for 20 hours/week for 9 weeks each (3 calendar months). These student workers will be...

Standard Language: Fringe Benefits are calculated at the standard Texas A&M University rate of 10.9% of wages for graduate and undergraduate student workers.

Equipment

[This category is reserved for capital equipment purchases of a single item valued at more than \$5,000 with a lifespan of more than one year.]

Travel

[For each trip, provide the destination, purpose for trip in relation to the proposed project, number of persons traveling, number of days stay, and estimated cost per person].

Materials & Supplies

[This category is for tangible items that will be solely purchased for this project.]

Example: Project supplies at a cost of \$1,051 are expected to....

Other Costs

[This category is for non-tangible costs, such as software licenses or professional services needed.]

Example: \$900 will fund software costs for _____. \$2,000 will fund transcription services.

Total Funding Request: \$ _____