



## Cornell Institute of Biotechnology Biotechnology Development Facility

### Seed Research Awards

Last updated: 7/11/2019

#### Purpose

The primary goal of the Biotechnology Development Facility seed grants is to support the generation of preliminary data in order to promote grant applications to extramural funding agencies through use of the Biotechnology Resource Center (BRC) facilities <http://www.biotech.cornell.edu/biotechnology-resource-center-brc>. The grants are also intended to facilitate the use of new and emerging biotechnologies by a larger community of Cornell life science researchers.

#### Award Amount

Up to \$10,000 based on the cost of the specific experiments or analyses necessary to meet the scientific objectives of the project. There is no minimum award amount.

#### Application and Funding Timeline

Award notices will be provided three times per calendar year. Funds will be available for use within 4 weeks of the award notice. Applications are due by the date specified, regardless of whether it falls on a weekend or holiday.

<i>Submission Deadline</i>	<i>Notification Date</i>
January 31	March 1
May 31	July 1
September 30	November 1

#### Number of Awards

The number of awards in a given cycle will depend on available funding and the merit of the proposals.

#### Eligibility

- A Principle Investigator (PI) must have faculty status at any campus of Cornell University (Ithaca, Geneva, Weill Cornell Medicine, Weill Cornell Medicine – Qatar, Cornell Tech).
- An individual PI will only be eligible for funding for one seed award in any 12-month period.
- Applicants are strongly encouraged to consult with one or more BRC Facility Directors before submitting a proposal.

## Application Process

Legibility is important. Use Times New Roman 12 pt or Arial 11 pt, 1 inch margins and ensure that all figures/diagrams are fully legible and annotated. Proposals that do not adhere to the page length guidelines below will not be considered. Applications should be submitted electronically to [brc\\_director@cornell.edu](mailto:brc_director@cornell.edu) as a single concatenated PDF document.

- Cover page (1 page max)
  - Names of the Principal Investigator (and Co-PI(s) where appropriate) together with contact information
  - Project Title
  - Brief explanation of how the data will be used (e.g. new grant submission, grant resubmission or a manuscript resubmission). Include expected timelines
- Scientific Objectives and Rationale (2 pages max)
  - Rationale should draw a clear connection between the objectives and the relevance to the cited extramural funding opportunity
- Research Plan (2 pages max)
  - Description of the BRC services requested
  - Description of services or resources not provided by the BRC that are essential for the successful completion of the project
  - Indicate whether the proposed work includes first time use of specific technologies or specific services of the BRC.
  - Include timelines for objective completion and subsequent applications for extramural funding
- References cited in the Scientific Objectives and Rationale and the Research Plan are not counted in the page count of those sections.
- Budget (1 page max)
  - List the BRC services along with reference to published pricing or quote/estimate provided by a BRC Facility Director
  - List reagents, kits and consumables requested as part of the award and that are essential for executing the research plan.
  - If the budget exceeding \$10k there should be an explanation of the source alternate funds to cover the excess.
- Supporting Documentation
  - Support for specific use (provide all that are relevant)
    - Declined grant reviews
    - Declined/needs revision manuscript reviews
    - Reference to a specific funding opportunity/program for which you intend to apply within 12 months of the seed award that will be supported by data generated under this program
  - Standard NIH or NSF Biosketch for all PI(s)
  - Summary of current and pending funding for all PI(s)

## Evaluation Criteria

- Scientific merit
- Potential to support future extramural funding
- Suitability of the requested services and amount of request for the stated scientific objectives

- Preference is given to those who have never used the specific BRC services outlined in the proposal and/or those who have not previously used the technologies described in the application.
- Collaborative proposals, especially those that involve multiple Cornell campuses, are encouraged.

### Conditions and Restrictions

- These awards support the use of BRC services and the purchase of supplies and reagents that are essential for executing the research plan. Salary and personnel costs are not covered by the award.
- Any use of the award for BRC services that were not described in the original application must be pre-approved by the Institute of Biotechnology. Submit requests to [brc\\_director@cornell.edu](mailto:brc_director@cornell.edu).
- Any award that is not consumed within 12 months will be returned to the award pool. This process can be appealed in exceptional circumstances with the support of one or more BRC facility directors. Submit requests to [brc\\_director@cornell.edu](mailto:brc_director@cornell.edu).

### Review Process

Applications are collected and tracked by the Associate Director of the Institute of Biotechnology. Proposals will be evaluated by review panels that may include BRC Directors and *ad hoc* Cornell researchers, as appropriate.

### Reporting

A post-award report will be provided 12 months after the award. The report should be a maximum of two pages and include:

- Grant proposals submitted/resubmitted/awarded that included data produced using the award funds
- Manuscripts submitted/resubmitted/accepted that included data produced using the award funds
- IP disclosures submitted or patents awarded based on this work
- Confirmation that the Institute of Biotechnology and Biotechnology Resource Center was properly acknowledged in manuscripts (<http://www.biotech.cornell.edu/brc/brc/services/terms-and-policies#Acknowledgement>)
- Feedback on the administration and effectiveness of this program

Recipients should report any awards made.

### Appendix I - Frequently Asked Questions

*Can I use the award funds for projects involving a technology that is not offered by the BRC? For example, in another campus facility or an external service provider?*

Applications that include the use of technologies that are not offered by the BRC may be considered if there is strong support of one or more BRC Facility Directors.

*I am not new the services/technology and I have used the BRC in the past. Am I eligible to apply to this program?*

Yes, however, investigators who are using the technology or the BRC for the first time are given preference.

*If my proposal is not funded, can I appeal the decision, and will I be given feedback?*

Appeals will not be considered during a particular funding cycle, but re-application during the next cycle, after considering feedback, is possible. Brief written feedback will be provided and additional discussion with the program director and/or core director is welcome.

*Circumstance X means that I could not complete the project in the expected amount of time*  
Extensions will be considered in exceptional circumstances with the support of one or more BRC facility directors. Submit requests to [brc\\_director@cornell.edu](mailto:brc_director@cornell.edu).

*Circumstance X means that I have exhausted the award but have not met the stated goals*  
Please contact us at the first sign that this is a possibility. A supplement may be considered at the discretion of the award committee although, in some circumstances, the project will be abandoned or require support from some other source of funding.

*I am a graduate student or postdoc. Can I submit a proposal?*  
Proposals must indicate a Principal Investigator who is a faculty member or senior research associate.