2026 Pott College Science, Engineering, and Education Grant Award (SEERGA)

Overview

Proposals are invited from full-time faculty members who are initiating a new project, continuing current research, or completing a project from the Science, Engineering, and Education Research Grant Award (SEERGA). Early career faculty members will have priority for this funding. There is a total of $15,000 available for the 2026-27 academic year. Application Deadline: Nov. 6, 2026. The maximum amount that may be requested by each proposal is $5,000.

Purpose

With SEERGA, the Pott College of Science, Engineering, and Education encourages and supports faculty creative works, research, and scholarship. Proposals to initiate new research (applied or theoretical), continue research in progress, or complete a project are eligible for funding.

Deadline

Deadline for submission is 4:30 pm on Nov 6, 2026 through Cayuse. Submissions must be approved by the respective Chair of their Department. Late proposals will not be considered.

Timeline

SEERGA grant funds are available for up to one year. Funds will be available starting Feb 1, 2027. Applicants must outline their proposed project timeline.

Policy and Guidelines

Funds have been made available to the Pott College of Science, Engineering, and Education by the USI Foundation to support research endeavors by college faculty members. The following will serve as policy guideline for Pott College faculty members seeking funding through the Science, Engineering, and Education Research Grant Awards (SEERGA). Proposals submitted to this program will be reviewed and selected by the Pott College Grants Committee. Although principal investigators may request summer salary, these requests will be the lowest funding priority supported by SEERGA. Funds may be converted from one budget area to another with approval of the Dean's Office; however, no funds may be transferred to Project Director or Principal Investigator salary/wages/stipends after proposal approval.

Review of Proposals

The Pott College Grants Committee will evaluate proposals submitted to the SEERGA program and select recipients, with an Assistant or Associate Dean of the Pott College serving in *ex officio* capacity. The Pott College Grants Committee consists of a representative from each Department selected in a manner determined by their respective Chair. Each representative will serve a two-year term on this committee, and membership will be staggered across departments to maintain long-term consistency. Members of the Pott College Grants Committee are not eligible to submit proposals for consideration to this program.

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Evaluation and Selection

The Pott College Grants Committee will evaluate proposals to ensure alignment with guidelines and required components outlined in the solicitation. Merit of the proposed project, as well as the investigator's past record of publication, presentations, or other tangible results from their prior research endeavors (or, in the case of early career faculty, potential for producing publishable/presentable/tangible results), will be the primary factors considered in funding proposals. The Grants Committee will carefully evaluate the project budget and justification. Awards may fully or partially fund a proposal. The decision of the Grants Committee will be delivered to the applicant from the Assistant or Associate Dean serving in *ex officio* from the Dean's office. The recipient of SEERGA funding will collaborate with the staff in the Dean's office to make purchases once an account is created by the Business Office at USI. All purchases must receive pre-approval from the Dean's office. The Dean, Associate or Assistant Dean, and respective Department Chair will function as financial managers for SEERGA accounts.

Reporting

Final Reports. Within three months after the closing of the funding period, an award recipient will submit a report describing the results of the project. The report should summarize key outcomes, a list of professional presentations and/or publications resulting from your work, and a budget summary of the funds used. New proposals from a past recipient will not be considered if a report has not been submitted or is delinquent. In unusual circumstances a recipient may apply for a funding period extension by submitting a status report to the Assistant or Associate Dean; in these instances, it may also be necessary to consult with the Pott College Grants Committee. When available, copies of any publications, abstracts, and/or reports generated by the project should be submitted to the Dean's Office and the Pott College Grants Committee.

Interim Status Reports. Faculty members who have not completed a previously awarded SEERGA or whose final report is delinquent when the next funding cycle begins, must submit an interim status report to be eligible for another SEERGA.

Publicity and Acknowledgements. The Dean of the Pott College of Science, Engineering, and Education and the USI Foundation may publicize awards and results of projects. The recipient will acknowledge SEERGA and the USI Foundation when a funded proposal leads to presentation or publication of a paper, or other tangible outlet for results.

Other Considerations

Financial Gains. If a recipient received financial benefit (beyond resources in the grant budget) as a direct result of the award, then the recipient may be required to reimburse the SEERGA fund the amount of the award. In addition, recipients must comply with university policy regarding intellectual property management.

Other Funding Sources. Applicants are encouraged to seek additional/multiple funding sources for projects. SEERGA awards can be used in conjunction with other awards (external and/or internal). The SEERGA committee may advise the applicant to seek alternate or additional funding.

Submission Instructions

Proposals for the SEERGA must be submitted to the Dean's Office of the Pott College of Science, Engineering, and Education through submission in Cayuse, no later than 4:30 PM on Friday, Nov. 6, 2026. Proposals will be evaluated and selected by the Pott College Grants Committee. Use the following steps to submit your proposal using USI's online proposal management software, Cayuse:

1. Navigate to the following web page: https://www.usi.edu/sponsored-projects/grants-and-sponsored-projects/internal-awards-and-grants . Complete the "Intent to Apply Form" electronically using the link button on this web page. **Submit this form at least one week prior to the grant or award deadline.**
2. Once the Office of Sponsored Programs and Research Administration has received your completed intent to apply, your proposal will be created in Cayuse. You will be notified by email that you have been added as a user to a proposal and may begin completing the application.
3. You will access Cayuse through **myUSI**. Use your USI credentials to log-in to **myUSI** and search "Cayuse" in the top search bar.
4. Complete the Research and Related (RR) budget in Cayuse detailing how the funding will be used for the project. If you need help with your budget, please see the Cayuse budget instructions on this web page: https://www.usi.edu/sponsored-projects/grants-and-sponsored-projects/cayuse-424. The Cayuse budget needs to be consistent with the budget worksheet in your proposal.
5. Attach your Budget Justification to support the line-item budget in your proposal. Save your budget Justification as a PDF file and attach it to page three of the RR budget in Cayuse, section K. An example may be found on this web page: https://www.usi.edu/sponsored-projects/grants-and-sponsored-projects/cayuse-424.
6. Attach your proposal as a PDF file under Proposal Summary in Cayuse. Your proposal must include a title page, narrative, budget and justification, literature cited, and relevant appendices. Submit your proposal for routing through Cayuse no later than 4:30 p.m. on Friday, Nov. 6, 2026.

Note: To submit your proposal, you will need to approve the proposal in Cayuse by checking the box next to your name in the routing and approval section. The Cayuse routing feature allows your department chair and dean to approve the proposal electronically following your submission.

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SEERGA Proposal Outline

Use the following outline to format your proposal for a SEERGA application. Proposals will consist of a title page and project summary, project description, budget worksheet and justification, literature cited, and faculty curriculum vitae. Please include page numbers and embed any figures or illustrations in the text of the proposal. Proposals should be written with a non-specialist audience in mind.

A. Title Page and Project Summary (1 page – use template provided)

B. Project Proposal (limited to 5 pages)

1. Introduction -- Why is the proposed research important? What scientific literature provides a foundation for your proposed work? Describe the significance/value of the proposed research, including its relationship to your previous work and future goals, and its overall value to the discipline/appropriate community.
2. Goals/Objectives -- Describe exactly what activities or procedures will take place during the award period. What is your hypothesis? Specifically explain how the project will be conducted.
3. Methodology or Procedures -- How will you test your hypothesis? What equipment, materials, supplies, or items do you need for your project? If students are involved, describe how and to what extent.
4. Discuss collaborations (each non-tenured faculty member involved will append a not-to- exceed one-page description of his or her role in the project).
5. Timeline -- When does the project begin? What will be accomplished each semester of the project? Be specific about initiation and conclusion dates of the project.
6. Evaluation/Dissemination -- Describe your plans for dissemination of your research results to the appropriate community.

C. Literature Cited (1 page)

D. Budget. Applicants must complete the Budget Worksheet form. Order of the items in the worksheet does not reflect budget priorities. (1 page – use worksheet template)

E. Budget Justification. Provide a justification for each budget item listed in the budget worksheet (section D). (2 page maximum)

F. Curriculum Vitae –each faculty applicant will submit his or her curriculum vitae (1 page).

G. Appendices
1. Letters documenting collaborators and/or letters of support from community partners.
2. Previous SEERGA grants (Years, Titles, Amounts and Outcomes).
3. Any other pertinent information.

POTT COLLEGE OF SCIENCE, ENGINEERING, AND EDUCATION
SCIENCE, ENGINEERING, AND EDUCATION RESEARCH GRANT AWARD (SEERGA)
TITLE PAGE

Project Title: _____

For each applicant on this proposal, please provide their name, signature, and department:

_____	_____	_____
Name	**Signature**	**Department**

Date Submitted: _____

Project Start Date: _____ Project End Date: _____

Total Amount of Funding Requested: $_____

Reviewed and approved by (Department Chair or Supervisor):

_____	_____	_____
Name	**Signature**	**Department**

Project Summary: Please provide a concise description of the objectives, intellectual merit, and anticipated outcomes of your research project (200 words maximum):

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SEERGA BUDGET WORKSHEET

Instructions: Fill in the table below with detailed information on materials needed, cost per item, quantities, and total amount requested. Additionally, you need to provide a budget justification that includes a narrative describing the need for each item included with your budget.

Supplies and Materials

Item	Description	Unit Cost ($)	Quantity	Total ($)

Salary/Wages/Stipends*

Item	Description	Unit Cost ($)	Quantity	Total ($)

Research Travel*

Item	Description	Unit Cost ($)	Quantity	Total ($)

Equipment and/or Instrumentation

Item	Description	Unit Cost ($)	Quantity	Total ($)

Professional/Technical Services

Item	Description	Unit Cost ($)	Quantity	Total ($)

Publication Costs

Item	Description	Unit Cost ($)	Quantity	Total ($)

Other Needs/Expenditures

Item	Description	Unit Cost ($)	Quantity	Total ($)
		Total Estimated Cost ($)		
		Total Requested		

*See appendix for instructions to calculate wage, salary, and travel expenses.

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APPENDIX: Budget Calculations

If applicable, use the following rates and equations to calculate salaries, wages, stipends, and travel costs. Enter each item on a separate line in the SEERGA Budget Worksheet. Include rates, hours, and distances in the description box.

SALARIES/WAGES/STIPEND Calculations

a. Project Director
   To determine stipend or amount above salary (summer or overload pay) = 2.5% per credit hour + FICA (7.65% of salary)
   (Contact the Special Funds Accountant for the current F&A rate.)

b. Undergraduate/Graduate Student

   $ _____ hourly rate X _____ hours/week X _____ weeks = $_____

   If Stipend: Stipend Amount = $_____
   **In Budget Justification describe how was stipend amount determined.

c. Secretarial/Clerical (Contact Human Resources for the appropriate hourly rates.)

   $ _____ hourly rate X _____ hours/week X _____ weeks = $_____

d. Professionals (Technician/Programmer)
   Position, time frame, amount

TRAVEL

a. Mileage: $0.49/mile X _____ miles = $_____
   [Mileage capped at best available airfare 30 days out.]

b. Airfare: include destination and estimated cost for roundtrip ticket

c. Room/Hotel:

   $ _____ room rate + tax (12%) X _____ days = $_____

d. Board/Per diem
   $41 in Indiana ($52 out-of-state) X _____ days = $_____

   [Out of Country Per Diem Rates Vary by Country: China, France, Germany, the Netherlands, Singapore, and the United Kingdom: $65 per day; Japan: $90 per day; Korea and Taiwan: $85 per day; Other Countries: $52 per day]