


**MEMORANDUM****To:** Rutgers University–Newark Faculty and Staff**From:** Tonya Smith-Jackson, Chancellor **Date:** December 18, 2025**Subject:** Launch of the Chancellor's Seed Grant Program

As you are aware, we continue to march forward in realizing our vision of a community-engaged R1 institution, an enviable position that most institutions cannot and will not claim. We have recently announced the establishment of a highly innovative team of individuals who will serve on the R1 Task Force and gather your input to provide recommendations grounded in strengths, weaknesses, opportunities, and threats to leverage and scale up our capabilities in research and creative works.

In this regard, I am pleased to announce the launch of the Chancellor's Seed Grant Program, a strategic investment designed to accelerate Rutgers University–Newark's research and creative works expansion as we advance toward our rightfully claimed Carnegie R1 designation. The Chancellor's Seed Grant Program is designed to foster collaboration and innovation at the intersections of disciplines. By innovating at these intersections, we will create and apply new knowledge and solutions that address complex societal challenges.

This program reflects our commitment to community-engaged R1 ambitions, leveraging the collective strength of Rutgers University as a member of several Big Ten Alliances (academic, research, financial, staff, student success) while amplifying the distinctive contributions of the Rutgers University-Newark campus. It is our intention to continue this tradition each year. With help from our Senior Vice Chancellor for Research and Collaboration, Provost and Deans, we have prioritized research and creative works to position us at the forefront of innovation and societal impact.

Your expertise, critical thinking, bold imagination and commitment to the greater good are the foundations of our success. Thank you and we look forward to the seed grant proposals and subsequent research and creative works.



## **RU-N Chancellor's Seed Grant Funding**

### ***Seed Funding for Preliminary Research, Development, and Creative Efforts***

The Office of the Chancellor is initiating a request for proposals (RFP) for intramural seed grants to support preliminary research, proof-of-concept efforts, pilot studies, creative works, or minimally viable product design activities to be completed between **February 10, 2026 through December 31, 2026**. The proposed efforts should focus on topics that align with the Chancellor's priorities:

1. Expansion to R1 making use of our strengths in anchor-empowered/community-engaged research and interdisciplinary innovation that utilizes one or more meta-disciplines: science/social science, technology, engineering, mathematics, arts, and humanities.
2. Excellence in interdisciplinary collaboration between different schools; and
3. Outcomes that will facilitate scaling up research, creative works and development (patents, intellectual property) in order to produce and submit high quality proposals for external funding no later than **February 1, 2027**.

The Office of the Chancellor will fund up to eight (8) proposals for up to \$50,000 each in direct costs (there are no indirect costs). The RFP submission deadline is 6PM eastern time, **January 30, 2026**. Please submit proposals to Dr. Anthony Mayo, Senior Grants Facilitator, ORSP via email: [orsp-preaward@newark.rutgers.edu](mailto:orsp-preaward@newark.rutgers.edu)

### **Proposal Requirements**

1. Full-time faculty may be tenure-track (assistant, associate, and full) or non-tenure track (NTT). Proposals should focus on experimental, theoretical, applied, or creative work undertaken to increase the stock of knowledge — including knowledge of humankind, culture, and society — or to devise new applications of available knowledge; including translation.
2. Proposals must involve interdisciplinary teams and collaboration across the university, including two or more faculty investigators at Rutgers University - Newark who are from different schools or departments. Proposals with sole investigator efforts or all investigators in the same school or department will not be reviewed.
3. Projects can be funded for up to \$50,000 each, **with no more than 25% of the funds being used for faculty summer salary**.
4. Funded teams must commit to submitting a proposal, based on the seeded project, to at least one external funding agency no later than February 1, 2027. The total project costs of the proposal for external funding must be greater than \$200,000.
5. A final deliverable of the seeded project must include a proposal for funding to an external agency, in final form and ready for submission by February 1, 2027.
6. The performance period of the seed funding is **February 10, 2026 through December 31, 2026**, and a project timeline must be included showing these start and end dates. An

extended timeline may be used to show the planned submission date to an external agency by February 1, 2027.

7. The spending down of seed funds must be completed by December 31, 2026. Spending will be tracked.
8. At least one Rutgers University - Newark graduate or undergraduate student must be involved in the project and included in the budget. Wages must conform to university policies.
9. *Funded faculty must participate in bimonthly proposal implementation meetings, and work with campus constituents who will provide ongoing feedback for the development of the final proposal and integration of the preliminary grant work for proposal development.*
10. Seed Grant recipients must submit a final report of the seeded project to the Office of the Provost by February 1, 2027.
11. Proposals responsive to this RFP should conform to the following formats:
  - 11.1. Title page
  - 11.2. Follow the title with the names, positions and ranks, college/school and department of each faculty member, emails, phone numbers, and date of submission.
  - 11.3. Project narrative: A maximum of three (3) pages, single-spaced, 12-point font (no narrow fonts such as Arial Narrow), 1-inch margins, left justified, pages numbered at the bottom right of the page. In the project narrative include:
    - 11.3.1. Introduction and problem statement/significance
    - 11.3.2. Objective/Purpose of the proposed effort
    - 11.3.3. Method/Approach/Model/Framework
    - 11.3.4. Expected outcomes/outputs
  - 11.4. Extramural Funding Target (half page, single-spaced): Targeted prospective sponsors, funding agencies, targeted programs and due dates, and the investigators' plans to engage the relevant program officers/directors for the targeted agency/agencies.
  - 11.5. Budget (one page): Budget summarized in a table (personnel, fringes, travel, equipment, supplies, contractual, construction, other). Table should have column headers as follows: Item, Amount, Justification. The grand total should be shown at the bottom of the table. Include a budget justification to support costs and vendor quotes for equipment over \$5,000.
  - 11.6. Project Timeline (half page, single-spaced): A project timeline clearly delineating start and end dates, activities, weekly proposal development meetings, final submission of at least one external proposal, and all deliverable dates **(must be no later than February 1, 2027).**
  - 11.7. Brief Bio: A brief bio of each investigator must be no more than one (1) page and highlight information that shows how the investigator is capable of and prepared for the proposed research project. References to publications, presentations or other forms of dissemination will be helpful.
  - 11.8. Other: Figure and table captions and labels on figures may be no smaller than 10-point font. No other supplemental documents should be included.

Submit the proposal as a single PDF document to Dr. Anthony Mayo, Senior Grants Facilitator, ORSP via email: [orsp-preaward@newark.rutgers.edu](mailto:orsp-preaward@newark.rutgers.edu)

A committee will review and rate each proposal. Please write to an audience of reviewers in interdisciplinary areas. Do not assume reviewers are experts within your exact area of interest. Each proposal will be evaluated as follows:

1. The proposed efforts align with advancing academic, research and/or service excellence; demonstrate interdisciplinary collaboration across the university; and fit one or more of the Chancellor's priorities.
2. The project goals and deliverables align with existing external funding mechanisms (federal agencies, private foundations, corporate foundations).
3. The proposed research has the potential to advance the human condition or facilitate economic growth.
4. The investigators are well qualified to lead the project team in conducting the proposed activities.
5. The project activities are innovative and or transformative.
6. The budget is reasonable, realistic, cost-effective and likely to be successful in terms of ROI.