**Level 1 Working Group Proposal Requirements**

The SSRI provides financial support to increase the amount and quality of interdisciplinary research by Penn State faculty members. Our proposal review process is evaluative (we provide consultation for developing proposals that meet rigorous (e.g., NIH) standards) and developmental (we are invested in supporting faculty members to initiate research programs that can attract external funding). Our faculty’s success at winning external funding provides the resource foundation for a sustainable pilot grant program. Toward this end we offer consultation as you develop your proposal, prior to submission. We strongly encourage you to access this opportunity if you are new to SSRI's seed funding programs or have not been funded by SSRI in recent years. You can do so by sending an email to [ssri-seed-grant@psu.edu](mailto:ssri-seed-grant@psu.edu).

The SSRI Level 1 Working Group funding is primarily designed to assist PSU social science faculty to form interdisciplinary research groups to catalyze the development of promising new interdisciplinary research projects that could lead to the development of colloquiums, annual meetings, seminars or other convenings, and/or support submitting large proposals and other sources for external funding. External collaborators may be included; however, our focus is on developing Penn State working groups. For this reason, team leaders must be tenure track or research faculty with continuing appointments. Although SSRI prioritizes topics that align with the Institute’s [Strategic Foci](https://ssri.psu.edu/about#ssri-strategic-foci), proposals pursuing emerging areas of inquiry are also welcome.

* Level 1 Working Group proposals will ordinarily be funded up to $5,000 each year for two years contingent on funding availability. Proposals for ambitious working groups with well-justified budget needs up to $10,000 each year will be considered. To help ensure success, funding is expected to continue for two years with the potential for renewal.
* Level 1 Working Group proposals should be short (2 pages, not including supporting material) and may be submitted at any time during the year.
* The PI should describe the targeted outcomes and their metrics, as well as the timeline including milestones to justify approval of funding for year two.
* The SSRI Director, Associate Director, and relevant college Associate Deans will review these proposals and typically provide feedback within 4-6 weeks from the date of submission (please note that proposals receiving a revise and resubmit may take longer for a final decision on funding).
* Funds are allocated for the approved period of performance.

Level 1 Workgroup funds are intended to provide support for:

* Communications
* Annual meetings
* Seminars/other convenings
* Assistance exploring sources of extramural funding
* Assistance with submitting large proposals

Level 1 Workgroup Funds are NOT intended to support:

* Regular appointment, summer, or supplemental salary
* Expenditures generally made by departments and colleges (e.g., travel to professional conferences, seed money for an individual project)
* Delivery of outreach programs or services
* Student projects (masters, dissertation research)
* Publication costs

Criteria for Review

* Priority is placed on new working groups that involve cross-department and/or cross-college (interdisciplinary) and/or cross institute collaboration
* A well-articulated plan of activities
* Potential for external funding
* Working groups comprised of investigators who range in rank and experience
* Proposals must provide convincing evidence for access to the population of interest, if relevant
* Proposals must make a clear contribution to social science

Structure and Submission of Level 1 Workgroup Proposal

Proposals must be submitted as one document via email to [ssri-seed-grant@psu.edu](mailto:ssri-seed-grant@psu.edu). To complete your proposal submission, you must download, complete, and email the forms listed below:

[Proposal Submission Form](https://ssri.psu.edu/sites/ssri/files/2021-06/Revised%20Level%201%20Proposal%20Form%20Jun2021.doc) (doc).

Project Reports

Investigators are expected to provide an annual project status update and a brief (one page) final report upon completing the project. These efforts allow us to track and report outcomes as well as monitor the successfulness of our seed grant program.

If you need to make changes to the project team, description, design, or budget during the course of your projects, please send a request to [ssri-seed-grant@psu.edu](mailto:ssri-seed-grant@psu.edu) with the details of these changes.