College of Hospitality, Retail & Sport Management
Seed Grant Program

Any tenured or tenure-track faculty at the ranks of Assistant or Associate Professor in HRSM may apply for up to $7,500 assistance to conduct a new research project that will address an important issue or need. The project is expected to serve as a foundation for establishing a publication record in top journals and for seeking extramural funding of an expanded project. Faculty are advised to select a research mentor who can help get the paper(s) through the review process for A or A+ journals. A progress report and a final report on the project should be submitted to the Associate Dean of Faculty and Operations by dates indicated below. Extensions must be requested by March 1 of each year. The progress report will detail progress to date, including any preliminary results stemming from the award.

The final report should be written in publishable paper format (15-20 pages or up to 9,000 words) following a typical journal manuscript outline in one's professional field with a brief introduction, statement of significance, purpose statement, literature review, method, results and conclusion. The final report should have merit for publication in a peer reviewed journal.

Deadlines and Due dates:

	Annual Cycle
Application submission:	First Monday in March
Notification of support by:	April
Progress Report due by:	December
Final Report due by:	April 1st following year

Funds are to be used only to support original, novice and unfunded research that will address an important issue / need and fill a gap in relevant literature. Faculty members receiving these funds cannot be paid salary from the funds. If travel is justified based upon the nature of the research, a portion of the funds may be used for travel. Once awarded, the same faculty cannot be eligible for five years. Cost efficient applications are encouraged.

In association with the Faculty Research and Grants Committee, the Associate Dean for Faculty and Operations will review and select proposals that advance the mission of the college for funding.

Faculty members who have resigned their positions effective during or at the end of the current academic year are not eligible for this award. Faculty must be actively employed in the College of HRSM in the academic year following the grant award period/semester or they must repay the grant prior to leaving USC.

Faculty will apply for funding using the following format:

College of Hospitality, Retail, and Sport Management

Faculty Seed Grant Program

Title of the Proposal: _____

Faculty Member(s): _____

Year in tenure-track: _____

Proposed Dates:
Starting: _____ Ending: _____

Have you received an HRSM Faculty Seed Grant before? ____YES ____ NO If YES, how many times? _____

1. Purpose of the Study:

2. Significance to the Discipline:

3. Where do you expect to publish articles based on your research? (Publications in top tier journals are strongly encouraged).

4. Have you applied for other support of your proposed project? If so, please list source(s):

5. Please provide a descriptive narrative of the proposed project (not exceeding two double-spaced, typewritten pages).

6. Support requested: (Indicate in the space provided and attach a more detailed budget explanation. Remember that the funds ***cannot be used for salary***.)

Description of expenditures:	Amount:
1.	$
2.	$
3.	$
4.	$

TOTAL $ _____

Signatures:

_____ _____

Faculty Member **Department Head**

_____

Faculty Member

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Approved ☐
Not approved ☐

Budget: _____

the Associate Dean for Faculty and Operations