Montana Tech Research Seed Fund Program – FY2026

The Montana Tech Research Seed Fund Program supports faculty and staff in initiating research and scholarly activities. The program is funded through the Office of Research and aims to grow early-stage efforts into externally funded projects, publications, and other scholarly outputs. This campus-wide initiative includes academic departments, Centers, Highlands College and the Bureau of Mines and Geology.

Program Tracks

- **Track 1: New Faculty/Staff**
  Seed funding for new or early-career faculty/staff to initiate externally funded research. Tenure-track and affiliate faculty advising graduate students are eligible. Those seeking to (re)engage in PhD advising are encouraged to apply.
- **Track 2: Good2Great**
  Funding for resubmission of previously competitive but unfunded external proposals. Applicants must address reviewer feedback.
- **Track 3: Scholarship**
  Small grants ($1,000–$2,500) for scholarly activities not aligned with external funding opportunities. Prioritized for projects otherwise not feasible.
- **Track 4: New Interdisciplinary Initiatives**
  Support for diverse teams (up to 5 investigators) launching collaborative projects aimed at large, multi-investigator external proposals (>$800K).

Eligibility & Funding

- All awards are **cost-reimbursable** and must be spent by December 31, 2026; unspent funds will be forfeited.
- Student support should consider campus resources (e.g., Undergraduate Research Program).

Track	Funding Limit	Notes
1, 2, 4	Up to $10,000 per investigator	Budget and justification required; partial awards possible
3	Up to $2,500	For non-external funding opportunities

Faculty salary and subcontracts are **not allowed**. Student wages, materials/supplies, travel, and equipment use may be covered. External equipment use requires a separate justification memo.

Proposal Requirements

Deadline: Submit by **3:00 PM on Monday October 27, 2025** to **ResearchOffice@mtech.edu**. Awards will be announced 3–4 weeks later.

Submission Must Include:

1. **Overview** (Tracks 1, 2, 4): Planned proposal submission details; agency, budget, and submission timeline.
2. **Budget**: Must be approved by the Office of Sponsored Programs prior to submission. Email budget to Jlee@mtech.edu at least 7 days before proposal due date.
3. **Project Description** (All Tracks):
   o 3-page project summary
   o Alignment with Montana Tech's mission
   o Timeline with milestones
   o Signed Proposal Certification Form, email grants@mtech.edu with questions.
   o Letter of recommendation for the project.

Additional for Track 2:

- 1-page plan to address past reviewer comments
- Mentor memo confirming the revised plan is adequate
- Previous proposal, reviews, and submission documentation (confidential)

Selection Process

A panel of faculty and staff will review and prioritize proposals.

All awardees must be current on PI, RCR, and Research Security Trainings prior to receiving an index number to begin work. Please email grants@mtech.edu for more information.

Post-Award Reporting

A final report is due **90 days after the funding end date**. The report should summarize outcomes, findings, external funding plans, and related publications or presentations.

Montana Tech Research Seed Fund – FY2026 Budget Template

PI Name: _____

Track: ☐ Track 1 ☐ Track 2 ☐ Track 3 ☐ Track 4

Project Title: _____

Total Amount Requested: $_____

Budget Category	Item Description	Amount ($)	Justification
Personnel			
– Undergraduate Student Wages	e.g., Lab assistant		Estimated hours × hourly rate
– Undergraduate Student Benefits	Fringe (if applicable)		Based on standard campus rates
– Graduate Student Wages (Summer Only)	e.g., Summer MS/PhD research		Include expected hours and hourly rate
– Graduate Student Benefits	Fringe (if applicable)		Based on graduate student benefit rates
– Research Staff Support	e.g., Technical support		Describe role and duration
– Staff Benefits	Fringe (if applicable)		
Materials and Supplies	e.g., Lab consumables, software licenses		Itemize or group by category
Travel	e.g., Fieldwork, collaborator meetings		Include purpose, destination, and estimated cost
Equipment Use (internal)	e.g., Instrument time		Provide estimate based on usage
External Equipment (if applicable)	Use of non-campus equipment		Requires separate memo and justification
Other (Specify)			
Total Direct Costs		$_____	
F&A (Not Required)	Internal funds – not applicable		
Total Funds Requested		$_____	Must not exceed track maximum

Instructions:

- Provide a **budget justification** for each line item.
- **Faculty/ staff salary and subcontracts are not allowed.**
- Budget must be reviewed by the **Office of Sponsored Programs (OSP)** prior to submission.