



Transforming Interdisciplinary Experiential Research (TIER) 1: Seed Grant/Proof of Concept Program

FY25 Submission Instructions

Please read the instructions carefully as the application process has changed from previous years.

- Applications may **ONLY** be submitted by the Contact Co-PI, no exceptions.
- The Contact Co-PI (Lead PI) will be responsible for proposal submission, reporting and award finance management. **If the Contact Co-PI is not based at a US or Canadian campus, a Co-PI that is based in the US or Canada will be assigned the award finance management role, if the proposal is awarded.**
- The Contact Co-PI will need to create an account with AmpliFund before accessing the application or have an existing AmpliFund account.
- For Mentored Award applications, the Contact Co-PI role must be assigned to the junior faculty member.

Contact Co-PI AmpliFund Registration – if you do not have an existing AmpliFund account with your NU email domain:

1. [Click here for the AmpliFund Application Link \(application will open November 9\)](#)
2. Click on “Log In” at the top right
3. This will bring you to a login screen
4. Click “Register”
5. You will be directed to the “Create New Account” page. You must use your “@northeastern.edu” email
6. The “Role” field will be pre-selected as “Administrator”
7. “Organization Information” Section
 1. Select “Other” under Organization Type
 2. Enter resdev@northeastern.edu as the Email Address
 3. Use the standard Northeastern University address for the required address section
8. At this time, ONLY the Contact Co-PI needs to register, if they do not have an existing account

If you registered to apply for the FY22, FY23, or FY24 TIER 1 cycles (2021-2023), your account information remains the same. If you are unable to access your existing account, please use the “Forgot your password?” link to reset your account password.

Application Instructions:

[AmpliFund Application Link \(application will open November 9\)](#)

1. You will need to login at the top right to be able to access the application
2. Once logged in, select “Apply” from the header menu
3. You will be able to save and exit the application as needed
4. Choose “Mark as Complete” when done with each section
5. Once you have submitted the application, you will no longer be able to edit

[AmpliFund How to Complete an Application Video](#)

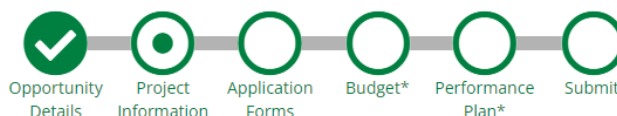
Northeastern University FY25 TIER 1 Program

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

Application Sections:

There are four main application sections, and using the top menu, you can toggle between sections as needed:

Northeastern University FY25 TIER 1 Program



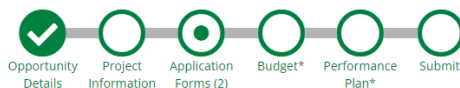
Project Information Section:

1. **If your proposal is a Mentored Award proposal, you must include “Mentored Award” at the beginning of your Application Title**
2. The Contact Co-PI information should be entered for the Primary Contact section. If your proposal is a Mentored Award, the Contact Co-PI must be the junior faculty member
3. Please use the standard Northeastern University address for the required address section

Application Forms Section:

There are two required Application Form sub-sections:

Northeastern University FY25 TIER 1 Program



Forms

[Help](#)[Download](#)[Save & Continue](#)

Name	Status	Print
PI Information	New	
TIER 1 Proposal	New	

25 Items per page

1 - 2 of 2 Items

PI Information Section:

All of the Contact Co-PI and Co-PI information is entered in this section. All teams are also required to upload a PI Signature Form, with appointment information and signatures from each team member. [The form can be downloaded here.](#)

- Please make sure you enter all of the required information for each Co-PI on your team
- **The Contact Co-PI MUST submit the application**
- For Mentored Award proposals, the junior faculty member must be listed as the Contact Co-PI
- If your team has more than 6 Co-PIs, please contact Jenna Horan in Research Development at j.horan@northeastern.edu

PI Appointment Percentages: For a 100% appointment, please enter 1, and the system will automate that to 100%. For multiple appointment percentages, please enter the percentage with a decimal point. For example, enter a 75/25 appointment split as .75 on the first line, and .25 on the second line.

If you or your Co-PI has a Khoury appointment, please select “Computer Science” from the Department List, which will then trigger a required “Khoury Research Areas” question. You must make a selection from that list to complete the Co-PI section.

TIER 1 Proposal Section:

The TIER 1 proposal application is based on the NABC method (**N**eed, **A**pproach, **B**enefit, **C**ompetition) and has been organized into the four NABC categories, budget narrative, and Mentored Award plan (if applicable). **Each proposal question has a CHARACTER LIMIT and each limit is noted below.**

Responses are required for each questions and each NABC category will be scored using a 1-10 scale (1=poor, 10=excellent).

Need (Significance):

1. Describe the overarching need this proposal addresses. Explain how the proposed work is innovative, including how it represents a novel synthesis of expertise or research approaches from different fields. (1800 characters max)

Review criteria:

- Clearly articulated need for this project is defined in terms of scientific contribution and/or societal impacts.

Approach (Work Plan, Intellectual Merit, Environment & Timeline):

2. Work Plan: Describe the proposed research approach or methodology, including each team member’s role in the project. (2000 characters max)
3. How does this proposal address your team’s colleges TIER 1 priorities? (1500 characters max)
4. Environment: Which Northeastern facilities or resources will be leveraged to conduct this project? Include in your response an explanation of how the proposed research activities are related to the priorities of relevant colleges. (1500 characters max)
 - a. Does this proposal require additional space, equipment, or other institutional resources beyond those which are currently available?
 - If yes, briefly outline a contingency plan for research in the absence of those not-yet available resources.
5. (OPTIONAL UPLOAD) You may upload up to 2 figures to support the proposed research approach

Timeline (Performance Plan Section): Provide a timeline for milestones and deliverables identified, including funding applications; indicate who will be responsible for related activity (both PIs and students); distinguish between activity undertaken during the TIER 1 award period and anticipated post-award activity.

Review criteria (Workplan, Budget Narrative & Timeline):

- Methods are well defined and achievable within the specified budget and timeline and there is appropriate justification for allocation of project tasks among collaborators.
- Roles for each individual contributor are clearly defined. Unfunded collaborators are identified, and their roles are clearly described.
- Research plan draws on existing resources and includes a contingency plan for any work that relies on space, equipment, or institutional resources not yet available.

- Proposed work is aligned with college priorities.
- Project team includes junior faculty and/or faculty seeking to re-envision their research priorities.
- Develops new interdisciplinary collaborations (involves collaborators from different colleges who have not previously worked together or are pursuing a new line of inquiry).
- The proposed project represents synthesis researchers' expertise such that collaborators will develop new analytical approaches, scientific contributions, or societal impacts that would not be possible working within a single disciplinary framework.

Benefits (Expected Outcomes, Broader Impacts):

6. What are the expected outcomes of this project? How will the project contribute to new scientific knowledge or societal benefits? (1500 characters max)
7. How will seed funding position your team to achieve your long-term goals for knowledge development, innovation and/or societal impact? Briefly describe why your team requires internal seed grant funding to do this work. (1500 characters max)
8. Outline a specific plan for pursuing follow-on funding from external sponsors. (1500 characters max)

Review criteria:

- Expected project benefits are defined in terms of societal benefits and/or contribution to scientific understanding.
- Clear rationale for the need for seed funding (as opposed to being more suitable for a proposal to external sponsors).
- Funding of this project will elevate the profile of research in this field at Northeastern and/or will result in follow-on funding from external sponsors. Proposal clearly identifies which sponsors and the mechanism(s) through which this will be pursued.

Competition:

9. Describe how this project builds on the expertise of the research team. How will this project be distinctive from other similar work happening at different institutions? Why is this research team well suited to advance scientific understanding and societal contributions in this area? (1500 characters max)

Review Criteria:

- A clear description of competitors in this research space is provided, with analysis of why the proposal team is uniquely well suited to contribute substantively to this research area.

Budget (To be scored with a binary approve (Y)/ reject (N) score)

10. **Budget Narrative:** Provide a brief narrative of the budget to justify the requested amount for each budget item. Full line item budget to be entered using the Budget section in the application (1500 characters max)

Review Criteria:

- Appropriate explanation of required budget corresponds to proposed work plan and roles of contributors.

Mentoring Plan:

If your proposal is a Mentored Award submission, you are required to upload a one-page mentoring plan in the TIER 1 proposal section. This should include an explanation of how the mentored collaboration will advance the junior faculty's research career, details on the mentor's interest in the project, and what the mentorship activities will entail.

Budget Section:

A line item budget is now required, in addition to a budget narrative (TIER 1 Proposal application section). Please work with your college grant administrator as needed to prepare your budget.

A standard list of budget items has been provided, please use the “Other” category line for items that do not fit into the pre-set categories.

The “Name” field in each budget category should be used to name the item(s).

In case of salary, please use the person’s name. If the position has not been filled yet, please use a general category such as “Co-Op Student”, “GRA”, “Research Scientist”, etc to label what the salary is for. Salary and fringe costs must be entered separately per employee, and must note the employee’s college(s).

Please note: The line items in the Budget section must equal the total award amount you are requesting. For instance, if the award amount requested is \$47,000, the line items must total \$47,000. If need be, please round up or down to the nearest dollar.

[AmpliFund Budget Template Overview Video](#)

Performance Plan Section:

The Performance plan section is utilized to collect your team’s project milestones for your TIER 1 proposal. Your team is required to submit a timeline for milestones and deliverables identified, including: follow on funding applications; indicating who will be responsible for related activity (including both the responsibilities of students and supervision of students); distinguishing between activity undertaken during the TIER 1 award period and anticipated post-award activity.

Please enter up to 10 milestones total:

1. Use the “+” to add a new goal to the Performance Plan
2. Please enter the Project Milestone title in the “Name” field
3. Include a brief description of that milestone in the “Description” field
4. Select an estimated date for that milestone to be completed in the “Date” field

New Goal

Goal Information

Goal Type*

Milestone

Name*

Description

Due Date

Save

Submit:

When all of the sections have been verified by selecting “Mark as Complete” at the end of each section, and you are ready to submit, click “Submit” on the top menu, which brings you to the Submit page. If there are any incomplete sections, you must complete them before being able to click Submit again.

When you have completed all sections and are ready to submit the final application, please click “Submit”.

Once you have submitted your application, you will not be able to make any changes.

For questions regarding your application, please contact Jenna Horan in Research Development at:

j.horan@northeastern.edu

For technical issues with your AmpliFund application or account, please contact the AmpliFund help desk at:

support@amplifund.zendesk.com