



**INEI**

**International Network of  
Educational Institutes (INEI)  
Seed Funding Competition**

---

*APPLICATION HANDBOOK FOR YEAR 2019*

INEI Seed Funding Review Committee

[inei@bnu.edu.cn](mailto:inei@bnu.edu.cn)

## Content

INEI Seed Funding Eligibility and Requirements.....	2
INEI Seed Funding Application Portfolio.....	4
INEI Seed Funding Review Procedure.....	5
INEI Seed Funding Project Management.....	6
INEI Seed Funding Year-End Report Template.....	7
Appendix A: INEI Seed Funding Review Rubric.....	8
Appendix B: INEI Member Institutions.....	11

### **Important Deadline for INEI Seed Funding Competition (Year 2019)**

**Sunday, April 29, 2019: Request for Proposals announcement**

**Friday, July 26, 2019: Submission deadline**

**Friday, August 30, 2019: Winners announcement**

**September 1, 2019: Funding period begins**

**August 31, 2020: Funding period ends**

**\*Please note, no late application will be accepted.**

## Chapter One: INEI Seed Funding Eligibility and Requirements

### About INEI Seed Funding:

As an international consortium of world-class educational institutions, International Network of Educational Institutes (INEI) strives to advance research, policy and practice in education, and address educational issues that concern us locally and globally. INEI Seed Funding was funded in 2015, with the intention to support research and facilitate collaborations across member institutions. Through awarding seed funding to promising multi-national research teams, INEI aims to assist INEI member institutions to develop innovative educational research that has strong potential to expand impact, and leverage external support from international and national funding agencies. Research proposals are expected to align with INEI's mission of making impacts on policy decisions, inspiring research and interventions that have a meaningful impact on education locally and globally.

### Eligibility Criteria:

1. Principal Investigators (PIs) and Co-PIs applying for INEI Seed Funding must have an earned doctorate in an academic discipline or professional field, or appropriate experience in an education research-related profession. Including graduate students is encouraged, however students are not eligible to lead projects.
2. All participants of the research team applying for INEI Seed Funding must be affiliated with INEI member institutions (See Appendix B for a complete list of INEI member institutions).
3. Research teams that apply for INEI Seed Funding must consist of researchers from no fewer than two (2) INEI member institutes.

### Requirement:

1. All proposals must be submitted in English and budgets must be proposed in U.S Dollars.
2. The amount awarded for 2019 Seed Funding recipients is USD\$5,000 per research team. PIs are encouraged to propose research projects that are longer than one (1) year and/or with proposed budget higher than USD\$5,000.
3. The affiliated INEI institution of the PI will administer the funds if the Seed Funding is awarded. If Co-PIs were affiliated with different institutions, only one institution will serve as the primary fiscal administrator. INEI does not award grants directly to individuals.
4. INEI Seed Funding proposals must identify the program and agency to which a future proposal will be submitted.
5. All documents must be double-spaced and submitted in PDF format. The preferred font is Times New Roman, 12 point, and APA style is preferred for citations and references.

**INEI Seed Funding Review Criteria:**

Each proposal will undergo a thorough and careful peer review using scoring rubric based on the following criteria:

- Significance of research questions
- Soundness of research design
- Description and feasibility of the project
- Potential for future external funding
- Appropriate and justified budget

**Contact Information:**

Please send your application portfolio or your questions to Ms. Chen Wang at [inei@bnu.edu.cn](mailto:inei@bnu.edu.cn), with subject: **2019 INEI Seed Funding Application (or Inquiries) + your name**

## **Chapter Two: INEI Seed Funding Application Portfolio**

### **Proposal Cover Letter [up to one (1) double-spaced page]**

The cover page includes the title of the proposed project, contact information of the submitting principal investigator, list of Co-PIs and other key personnel, duration of proposed project, total proposed budget amount, five (5) keywords, and a synopsis of the proposed project.

### **Project Description [up to five (5) double-spaced pages]**

The project description should include following elements:

- a description of the project, including the central research question(s) and their significance;
- a brief summary of the relevant literature, the relationship of the proposed research to that literature, and the new knowledge expected to result from the proposed research; and
- a summary of the conceptual framework, research methods, data collection instruments, and analysis technology that the project will employ.

### **Team Description [up to one (1) double-spaced page]**

The team description should include short bios for all research team members, and describe the role of each PI, Co-PI, and other key personnel mentioned in the proposal.

### **Proposal Budget Form [up to one (1) double-spaced page]**

The proposal budget should include personnel salaries/benefits, travel expenses, conference registration fee, equipment, materials and supplies, and others costs that cannot fit in previous categories. Justification for each expense should be provided.

### **Research Timeline [up to one (1) double-spaced page]**

The research timeline should include a detailed timeline and research location(s)/site(s).

### **Strategy for Seeking Subsequent External Support [up to one (1) double-spaced page]**

The description of the strategy for seeking subsequent external support should include a statement of intent to submit a proposal as one of the outcomes of the project. The sponsor(s) to which the proposal will be submitted should be identified along with the intended date(s) of submission and the amount(s) that will be requested.

### **References [up to two (2) double-spaced pages]**

## **Chapter Three: INEI Seed Funding Review Procedure**

### **Timeline for INEI Seed Funding Competition (Year 2019)**

**Sunday, April 29, 2019: Request for Proposals announcement sent to INEI member institutes**

**Friday, July 26, 2019: Submission deadline**

**Friday, August 30, 2019: Winners announcement**

**September 1, 2019: Funding period begins**

**August 31, 2020: Funding period ends**

### **INEI Seed Funding Review Procedure**

1. INEI administrative home receives INEI Seed Funding applications and confirms the eligibility of each research proposal;
2. Review Committee reviews proposals and makes recommendations regarding funding. Research proposals will be rated and ranked using scoring rubric. Ad hoc Review Committee is comprised of Associate/Vice Deans (or equivalent positions) of INEI member institutions;
3. INEI administrative home make decisions based on the rating and ranking results from Review Committee;
4. INEI Chair reviews recommendations;
5. INEI administrative home announces final decisions.

### **Notification of Award**

1. The review process for the INEI Seed Funding takes approximately four (4) weeks following the deadline date.
2. The submitting PI(s) will be notified via email within five (5) business days of the award selection. A synopsis of reviewer comments will be included. The awarded proposals will receive instructions for transfer of funds at this time. It is the responsibility of the PIs to notify accounting personnel in their institution to identify suitable project numbers and make a request for transfer of funds prior to the funding period.

## **Chapter Four: INEI Seed Funding Project Management**

### **Reporting Requirements**

The PI must report on measurable outcomes of their seed funding projects (e.g., continued funding for the project, published reports, graduate students funded, etc.). The Mid-term Check-in will be made by INEI Administrative Team approximately six months after the start of the grant period, and the Year-End Report will be due after one month of the close of the grant period (see Year 2019-2020 schedule below). Periodic status updates on the progress after the end of Seed Funding grant period may be requested at INEI's discretion. Failure to submit requested reports on funded project in a timely manner will preclude the PI from receiving awards from any future INEI funding program.

### **Reporting Schedule (Year 2019-2020)**

INEI 2019 Conference (November 2019 TBA): Short Skype/teleconference call during Dean's Meeting

March 31, 2020: Mid-term Check-in checking on the process of research project and answering questions and concerns of the research team

September 30, 2020: Year-End Report describing the accomplishments to date

After September 30, 2020: Periodic status updates when requested by INEI

INEI 2020 Conference (October/November 2020): Short Skype/Teleconference call during Dean's Meeting

## **Chapter Five: INEI Seed Funding Year-End Report Template**

### **Project Description and Findings [up to ten (10) double-spaced pages]**

The project findings should describe completed research activities to date, and outline findings and implications of INEI Seed Funding projects.

### **Project Accomplishments [up to two (2) double-spaced pages]**

The project accomplishments should include below elements:

- Publications, including peer-review journals, book chapters, and research reports.
- Academic conference presentations, and invited lectures and keynotes.
- Other scholarly work derived from the Seed Funding project.

### **Team Description [up to one (1) double-spaced page]**

The team description should describe the role and responsibility of each research team member.

### **Project Expense Report [up to two (2) double-spaced pages]**

The project expense report should include all Seed Funding project-related expenses and their detailed justification.

### **Subsequent External Support Report [up to one (1) double-spaced page]**

The Subsequent External Support Report should include the amounts and sponsor agencies of subsequent external supports for INEI Seed Funding project, including supports been applied, supports been approved, and supports the research team is intended to apply.



## Appendix A: INEI Seed Funding Review Rubric

**Proposal Title:**

**Reviewer:**

### Significance of Research Questions

Level	Description	Choose One
Poor	Topic is of little importance or unrelated to field of study. Topic will not add to the body of literature in the field of study. Topic has little theoretical or practical importance to the field of study. Topic demonstrates no innovative thinking.	
Fair	Topic is of some importance and is related to field of study. Topic will somewhat add to the body of literature in the field of study. Topic had basic theoretical and practical importance to the field of study. Topic demonstrates some innovative thinking.	
Good	Topic is important and related to field of study. Topic will moderately add to the body of literature in the field of study. Topic has moderate theoretical and practical importance to the field of study. Topic demonstrates a moderate level on innovative thinking.	
Excellent	Topic of major importance and specifically related to the field of study. Topic has significant theoretical and practical importance to the field of study. Topic demonstrates a high level of innovative thinking.	

### Soundness of Research Design

Level	Description	Choose One
Poor	Research question is unclear and unrelated to the purpose of research project. Fails to establish an appropriate theoretical framework for the research topic. Incomplete and little description of research methods is provided. Methods appear inappropriate or unrelated to purpose and research questions. Data analysis is incomplete and inappropriate.	
Fair	Research question is somewhat understandable but need clarification, and is somewhat related to the purpose of research project. Establish a basic theoretical framework for the research topic. Partial	

	description of research methods is provided which appear to be appropriate and related to purpose and research questions. Data analysis appears appropriate for the research but needs significant refinement.	
Good	Research question is stated relatively clearly, and can be related to the purpose of research project. Establish a sound and proficient theoretical framework for the research topic. Mostly completed description of research methods is provided which appear sound, appropriate and related to purpose and research questions. Data analysis is appropriate for the research but needs some refinement.	
Excellent	Research question is stated very clearly, and can be related to the purpose of research project. Establish an advanced theoretical framework for the research topic. Completed and detailed description of research methods is provided which appear highly appropriate and closely related to purpose and research questions. Data analysis is highly appropriate for the research and needs little or no refinement.	

### Description and Feasibility of the Project

Level	Description	Choose One
Poor	The process of research is poorly described. Timeline provided is highly unpractical. No or little evident could be found to support the feasibility of research project.	
Fair	The process of research is somewhat described but needs clarification. Timeline provided is somewhat unpractical and need significant refinement. Little evident could be found to support the feasibility of research project.	
Good	The process of research is well described. Timeline provided is moderately reasonable. Some evident could be found to support the feasibility of research project.	
Excellent	The process of research is clearly described. Timeline provided is highly reasonable. Abundant evident could be found to support the feasibility of research project.	

**Potential for Future External Funding**

Level	Description	Choose One
Poor	Provide no future plan for external funding seeking, or the plan is poorly described and highly unpractical.	
Fair	Provide little future plan for external funding seeking, which is somewhat poorly described and unpractical.	
Good	Provide some future plan for external funding seeking, which is moderately described and practical.	
Excellent	Provide detailed future plan for external funding seeking, which is well described and highly practical.	

**Appropriate and Justified Budget**

Level	Description	Choose One
Poor	Provide no budget plan, or the budget plan is poorly described and highly inappropriate.	
Fair	Provide little budget plan, which is somewhat poorly described and inappropriate.	
Good	Provide some budget plan, which is moderately described and appropriate.	
Excellent	Provide detailed budget plan, which is well described and highly appropriate.	

**Decision to recommend for INEI Seed Funding**

Please write yes or no:

**Reviewer Comments (Required, up to 300 words)**

## **Appendix B: INEI Member Institutions**

Melbourne Graduate School of Education, University of Melbourne, Australia  
School of Education, University of Sao Paulo, Brazil  
Ontario Institute for Studies in Education, University of Toronto, Canada  
Faculty of Education, Beijing Normal University, China  
Danish School of Education, Aarhus University, Denmark  
Graduate School of Education/School of Education, Hiroshima University, Japan  
National Institute of Education, Nanyang Technological University, Singapore  
College of Education, Seoul National University, South Korea  
School of Education, University of Cape Town, South Africa  
UCL Institute of Education, the United Kingdom  
School of Education, University of Wisconsin-Madison, the United States of America