Humanities Institute Seed Grant
Arizona State University
Submission Guidelines

The Humanities Institute Seed Grant program provides starting support for humanities projects that demonstrate *intellectual merit*, potential *impact* on scholarship or social change, and strong prospects of receiving *external funding*. Proposals may also integrate methodologies from the social sciences, arts, or other disciplines. For examples of projects we fund, please see past projects on our Seed Grant page online.

HI Seed Grants fund 12 months of work:

Individuals may receive up to **$12,000**;

Teams of two or more ASU scholars may receive up to **$15,000**.

Funding cycles run from January 1 to December 31 and July 1 to June 30, with one Fall Semester and one Spring Semester submission deadline.

To apply *via* the ASU InfoReady platform, please prepare the following:

Project Description and Impact: In 1000 words or less, describe what you will do, why it needs to be done, and the difference your project will make.

ASU Resource Statement: In 250 words or less, describe how your project mobilizes resources, expertise, networks, and infrastructures at ASU;

Project Timeline: Create a one-page, month-by-month timeline of the project and external grant applications;

Additional Documents: two-page CVs for project participants, a one-page project bibliography and a list of external grants that fit your project, with a screenshot of each grant website.

We are here to **support you**. For questions about the HI Seed Grant or our other funding possibilities, please email us at **HumanitiesInstitute@asu.edu** or visit at us in Ross-Blakley Hall.

Detailed Seed Grant Guidelines

Submission Instructions

Compile into one PDF and upload into InfoReady (https://asu.infoready4.com/) the following:

- **Project Abstract:** For promotional purposes, write an abstract of your project in 100 words or less
- **Project Description and Impact:** In 1000 words or less, describe what you will do, why it needs to be done, and the difference your project will make
- **ASU Resource Statement**: In 250 words or less, describe how your project mobilizes resources, expertise, networks, and infrastructures at ASU
- **Project Timeline**: Create a one-page, month-by-month timeline of the project and external grant applications. See template here
- **Budget and Budget Justification**: See template here
- **Two-Page CVs**: for project participants
- **One-Page Project Bibliography**
- **List of External Grants that fit your project**: Include a screenshot of each grant website
- **Signature Template**: See template here

Eligible Projects:
- All time periods: historical to contemporary
- Unlimited geographic locations: global to local
- All formats: edited book collections, innovative digital projects (including podcasts, websites), exhibitions, etc.
- Team-based and single-PI research
- Multiple outputs: scholarly and public facing event or work

Monographs, journal articles, and book chapters rarely receive external funding. If you are considering applying for a seed grant to fund a monograph or similar venture, please contact the HI Director or Associate Director to discuss the project prior to submitting a seed grant application.

Ineligible Projects:
- Pedagogical or curriculum development projects
  (While strictly pedagogical projects are not eligible for HI seed grant funding, curricular impacts may be an additional outcome)
- Projects that only collect data without interpretation

Applicant Eligibility:
- Because funds are limited, Seed Grant PIs must be faculty for whom promotion depends upon research output. Applications are welcomed from any level of tenure and tenure-track faculty, or other faculty eligible for a research release, from

- • any Humanities unit from any ASU campus
- • any Humanities scholar using humanities methods located outside Humanities units
- Postdocs, advanced graduate students, and teaching faculty may be part of project teams and may serve as co-PIs, but may not serve as PIs

- Researchers and consultants from outside of ASU are welcomed as project team members, but are not eligible for HI funds beyond travel to ASU and/or honoraria as invited speakers

Restrictions:

Prior recipients of HI Seed Grants and/or Fellowships, regardless of award date, will not be eligible for further support until they have met their obligation to pursue external funding, have produced the required outputs, and provided a 2-page written report on the project's outcomes and outputs.

Evaluation Criteria

- Coherence of project design and narrative
- Significance of the research and of the project's outcomes
- Creativity
- Prospects for attracting external funding
  HI grant recipients apply to a range of funders such as American Academy of Religion; American Council of Learned Societies; AZ Humanities; Chiang Ching-Kuo Foundation; US Department of State; Guggenheim Foundation; Henry Luce Foundation; Institute of International Education; National Endowment for the Humanities; National Science Foundation; and the Templeton Foundation

Selection process:

- Seed Grant proposals undergo full review by an evaluation committee selected by the Institute. Committee members are often past seed grant or fellowship recipients or otherwise have a record of grant awards
- Proposals will receive one of the following ratings: accepted for funding (with the possibility of minor revisions); revise and resubmit; ineligible/declined
- The Institute may decide to fund a project at a lower level than the requested budget amount
- When possible, decisions will be announced within four weeks of the application deadline
- All budget items must be justified by clearly explaining how requested amounts were calculated and how each budget item is essential to your project
- Regardless of outcome, all applicants are encouraged to meet with HI personnel to receive the Committee's feedback on their proposal

We encourage applicants to meet with the Institute director or associate director prior to submitting your application. Email HI-Research@asu.edu to request a meeting.

Allowable and Unallowable Expenses and Charges

Allowable expenses:
- Honoraria and travel for external consultants/visiting scholars
- Travel: field work, archival work, conference presentation pertaining to the grant project, etc.
- Course release. The PI's unit director must state in writing that course release will be granted
- The maximum allowable seed grant expense for a course release is $7,500
- Research materials and supplies (but not equipment, e.g. computers, laptops, phones)
- Student research assistance (hired as an hourly student worker)
- Support for a conference or other public event (PIs may seek matching funds from other units)

Restricted expenses:
- Food may account for no more than 10% of your budget (per diem allowances for visiting scholars are exempt from this percentage)
- Individual meals may not exceed $40/person
- Tips of any kind cannot exceed 20% of the service total before taxes
- Book purchases must be justified and are limited to $250 total

Unallowable expenses
The list below contains the most-frequently requested unallowable expenses; novel requests may be investigated by your unit's Business Operations officers and declined according to ASU policy.
- Alcohol
- Graduate student RAs/TAs; (hourly student workers are eligible: see below for more information)
- Capital expenses (laptops, desktop computers, phones, etc.)

Required fees/charges
All ASU awards entail the following mandatory fees, all of which are included in the budget table:

- ASC ('Administrative Service Charge'): a charge of 8.5% will be assessed to all budget items. This amount is to be included in the total of your award, not added on top of it: so, for example, an award with a bottom line of $9,000 contains $8,295 in direct costs and $705 in ASC
- ERE ('Employee Related Expenses', aka fringe benefits): these rates vary according to personnel category and change every year. The budget table in the application form reflects the current rates for hourly student workers. Note that this figure also includes the 2.5% Netcomm/Risk surcharge, per university policy

Budget categories
- <u>Student workers</u>: You may hire hourly student workers (undergraduate or graduate) to assist with your project. See here for ASU's standard wage scale for student workers

- Honoraria: You may use Seed Grant funds toward honoraria for invited speakers/scholars (with a recommended range of $100-$1,000 depending on services provided)
- Travel: Funds may be requested for researcher travel outside of ASU and for travel by visiting speakers and scholars to ASU. Requests for travel funds may not exceed the established ASU per diem rate for each destination. Local, US, and international rates may be found here. Note that these rates vary by season, with the highest prices in the Phoenix area occurring January-April
- Public event: We suggest that you include some funding for beverages for a brown bag, light refreshments for a conference, etc. and if desired, funding for recording the event

Terms and Conditions
- Funds awarded will be transferred to your unit
- Seed Grant recipients agree to pursue external funding, with their first external application submitted no later than one year after the end date of their award. Recipients must include the HI as an 'Institute' in REC allocations on relevant ASU forms when they apply for external funding
- During the term of the seed grant, the HI will provide access to our conference room (RBH 196) and other HI spaces and assist with publicity for public events. Beyond these services, Seed Grant recipients must arrange their own logistics (refreshments, written materials, invitations, streaming, zoom set ups, etc.)
- Extensions may be granted upon written request for special or unusual circumstances. Otherwise, unspent funds will return to HI
- Changes to the budget of greater than 10% will require approval from HI Director. Requests entailing a significant change to the scope of work may either be declined or be referred to the Grants and Awards Committee
- Recipients will agree to include a nominal amount of REC allocation to the HI (1%) for tracking purposes for all grants related to their HI-funded research. Research Administrators for the HI and CLAS Humanities are available to assist with this process; they may be reached at HI-Research@asu.edu
- The HI must be acknowledged/credited in all relevant external funding applications, publicity (e.g. ASU Now, newspapers, etc.) and on publications, internal forms, and other activities supported by the Seed Grant award

Seed Grant recipients will receive a full set of terms and conditions in their final award letter. At the time of award, we ask recipients to carefully review these terms and to indicate their adherence to them by signing their award letter. Funds will only become available upon receipt of the signed award letter.

Budget Justification

Include your itemized budget and budget justification, including the items listed below (Download an optional itemized budget template). Budget is not to exceed $12,000 for individuals, or $15,000 for teams. A team should include at least two ASU Humanities faculty.

ITEMIZED BUDGET

-- Personnel:

- Student Wages & Benefits (include hourly rate, total number of hours and date range of employment)
- Employee related expenses + Netcomm/Risk @ 4.25%
- Total personnel costs -- Research-related Expenses:

- Travel:
    - ASU project team transportation
    - lodging (not to exceed ASU Travel Office rates)
    - meals & incidental expenses (not to exceed ASU rates)
    - Travel should follow ASU travel guidelines and restrictions
- Public Engagement: public event (conference, symposium, lecture, etc.)
    - visiting scholar honoraria
    - scholar travel reimbursements (not to exceed ASU rates)
    - venue rental fees (no charge for HI conference room)
    - publicity
- Consultants: Visiting Scholars
    - honoraria
    - travel reimbursements (not to exceed ASU rates)
- Operations
    - long distance mailing, shipping expenses
    - materials & supplies
    - reference materials
    - photocopying
    - digital resource development
- Course buyout
- Other research-related expenses
- Total research-related expenses

-- Subtotal of Personnel and Research-related Expenses

-- Administrative Service Charge @ 8.5% (required)

-- Total Budget Request (Subtotal + Administrative Service Charge)

BUDGET JUSTIFICATION

In 500 words or less, please be sure to justify all proposed expenses. Include list of additional funding sources, if any. (500-word maximum).

For questions or assistance with your application, contact the Humanities Institute.