IHR Cross-Disciplinary Seed Grant

Value: $12,000 for cross-disciplinary teams of two or more.

Opening Date: 12 August 2022

Due Date: 7 November 2022 (for commencement 1st January 2023)

Funding Cycles: The IHR Cross-Disciplinary Seed Grant funds 12 months of work for teams of two or more up to $12,000. We currently follow two proposal cycles: grants with Fall semester deadlines are funded January 1-December 31, and those with Spring semester deadlines are funded June 1- May 31.

Grant Description:

The Institute for Humanities Research (IHR) Cross-Disciplinary Seed Grant is designed to provide support for projects that advance the IHR's mission of increasing the impact of humanities scholarship *across* divisions and/or colleges at ASU. The grant requires two or more faculty PIs (or co-PIs): one faculty from within a humanities unit and one faculty from another division or college. Applicants should include a cross-disciplinary methodology that substantively includes the humanities.

(For interdisciplinary grants for one or more faculty see the IHR Seed Grant).

The aim of the grant is to enable:

1) through new research methodologies and cross-disciplinary publications and research, innovative solutions to shared real-world issues,
2) increased and significant cross-disciplinary impact,
3) humanities impact through the dissemination and translation of research to a larger public within and outside the ASU community,
4) competitive application for government or industry or community grants, and other external grants.

Co-Partnering
The IHR has partnered, and continues to partner, with a number of units and colleges within the university to co-fund this grant. Please ask your unit head and dean to see if your unit or college has an agreed partnership with the IHR by way of co-funding. If it is unclear, then contact the Institute.
If interested in, or wanting to know more about, co-partnering please contact the IHR at: ihr@asu.edu (c/o Nicole Anderson, Director, and Ron Broglio, Associate Director).

Strategic Goals:

- To provide support for projects that advance cross-disciplinary impactful contributions,

- To foster innovative cross-disciplinary publications and research that will build research track records and enable scholars to be competitive for government or industry/community grants, and other types of external grants,
- To enable the dissemination of research to a larger public within and/or outside the ASU community. The format and scope of this public engagement are up to the project leads: past events range from a film series to symposia and panel discussions, brownbag lectures, public-facing writing and digital projects.

Funding Options:

- Funding for up to two course releases (including ERE): to be shared with other PIs as appropriate (only one course release per PI) – depending on the unit, course releases can vary between $4500 and $7500. Any remaining funds will be allocated as research funds for the project.

Or

- Used entirely as research funds (which can include: Research Assistant, Conference or Symposium organization expenses, industry/community engagement, speaker fees, equipment purchases essential for the project [excluding laptops, phones, tablets], books, and other related project expenses).

Or

- A stipend of $8,000 (subject to tax and ERE) to be divided equally among lead PIs, and $4,000 in research funds.

Note: Course release guidelines have been designed in consultation with Humanities unit directors and The College, based on reported needs and course release structures for junior and senior faculty members. The director or chair of the unit will be consulted prior to the fellowship being awarded.

Required Outputs (choose only one from Part A, and only one from Part B):

- PART A:

Within the one-year timeframe of the grant, develop

  - EITHER a public facing work of various scope (e.g. digital project, podcast, website, exhibition, film series, catalogue design and content, etc.)
  - OR public engagement event (e.g. conference, symposium, seminar, panel discussion, public lecture, public/community engagement event or talk, etc.)

Note: public engagement can range in scope from faculty and students in the ASU community to a targeted or general public in the Phoenix area or beyond. Public engagement can range from in-person or virtual events.

- PART B:

Complete:

  - EITHER one journal article (and submit to a peer-reviewed journal up until 6 months after the grant end-date)
  - OR a book chapter for an edited book
  - OR a chapter for a monograph
  - OR part of a larger creative writing piece
  - OR an equivalent piece of writing or other project (check with the IHR about the appropriateness of the project and its scope: ihr@asu.edu).

- Apply for an External grant within 1 year of the completion of the IHR seed grant (before the end date of the grant you must schedule an appointment with the IHR to discuss and seek help with your external grant application)

- Submit a 2-page report on your project outputs and outcomes, and the innovative methodologies generated by the cross-disciplinary collaboration, no later than 2 weeks after the completion of the grant.

Eligible Projects:

- All time periods: historical to contemporary
- Unlimited geographic locations: global to local
- All formats: single or co-authored monograph or edited book collection, journal articles, book chapters, innovative digital projects (including podcasts, websites), exhibitions, creative writing, non-fiction creative writing projects, etc.
- Team-based and single-PI research
- Two outputs: one traditional and one public facing event or work (see above for examples)

Ineligible Projects:

- Pedagogical or curriculum development projects [NB: Curricula impact - while strictly pedagogical projects are not eligible for IHR seed grant funding, curricular impacts are welcome additional outcomes (optional)]
- Projects that only collect data without interpretation

Applicant Eligibility:

- Applications are welcomed from any level of tenure and tenure-track faculty, or other faculty eligible for research release, from

  - any Humanities unit from any ASU campus,
  - any humanities scholar using humanities methods located outside Humanities units.

- Advanced graduate students may be part of project teams but may not serve as PIs.
- Researchers and consultants from outside of ASU are welcomed as project team members, but are not eligible for IHR funds beyond travel to ASU and/or honoraria as invited speakers.

Restrictions:
Prior recipients of IHR Cross-Disciplinary Seed Grants, 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 projects outcomes and outputs within the timeframe specified by this grant.

Evaluation Criteria

- Coherence of project design and narrative (including how Part A and Part B outputs relate to each other and the theme/narrative of the overall project)
- Significance of the research and of the project's outcomes
- Innovative or interdisciplinary approaches or methodologies generated by cross-disciplinary collaboration
- Prospects for attracting external funding – while not required, priority will be given to applicants who can provide positive feedback from external funding agency program officers, or who can identify external funding bodies to which their project will be a good fit and why.
  (Elected agencies recently applied to by IHR funding recipients: American Academy of Religion; American Council of Learned Societies; AZ Humanities; Chiang Ching-kuo Foundation; US Department of State; John Simon Guggenheim Foundation; Henry Luce Foundation; Institute of International Education; National Endowment for the Humanities; National Science Foundation; Women and Philanthropy)

Selection process:

- Cross-Disciplinary Seed Grant proposals undergo full review by the IHR Advisory Board (see Evaluation Criteria above).
- Proposals will receive one of the following ratings: accepted for funding (with the possibility of minor revisions); revise and resubmit; ineligible/declined.
- The Board 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 applicants, regardless of outcome, are encouraged to meet with IHR personnel to receive the Committee's feedback on their proposal. All budget items must be justified by clearly explaining how requested amounts were calculated and how each budget item is essential to your project.

ALLOWABLE/ UNALLOWABLE EXPENSES & 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 and indicate dollar amount needed to cover course release (maximum 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)
• Partial 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 well 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
- Student workers: 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 Cross-Disciplinary Seed Grant funds toward honoraria for invited speakers/scholars (with a recommended range of $100-500).
- 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.
- Event recording: Budget requests for recording public events will be considered on a case-by-case basis. Contact Student Media Creative Video recording for rates: Dan Dickson, Director, Student Creative Services (480-727-8522, Daniel.Dickson@asu.edu).

TERMS AND CONDITIONS

- Extensions may be granted upon written request for special or unusual circumstances. Otherwise, unspent funds will return to IHR.
- Changes to the budget of greater than 10% will require approval from IHR Director. Requests entailing a significant change to the scope of work may either be declined or be referred to the Grants and Awards Committee.
- 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 IHR as an 'Institute' in RID and REC allocations on relevant ASU forms when they apply for external funding.
- Once their received external funding exceeds that of the IHR Cross-Disciplinary Seed Grant, recipients will agree to include a nominal amount of allocation to the IHR (1%) for tracking purposes for all grants related to their IHR-funded research. Research Administrators for the IHR and CLAS Humanities are available to assist with this process; they may be reached at humanitiesra@asu.edu.
- The IHR 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.
- During the term of the seed grant, the IHR will provide access to our conference room (RBH 196) and assist with publicity for public events. Beyond these services, Cross-Disciplinary Seed Grant recipients must arrange their own logistics (refreshments, written materials, invitations, streaming, zoom set ups, etc.).
- Cross-Disciplinary 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.

SUBMISSION INSTRUCTIONS

Compile into one PDF and upload into InfoReady (https://asu.infoready4.com/) the following: your project narrative (description, methodology, impact, resources statement); your timeline and activities template; your budget template; additional attachments; and signature template. All templates can be found in the application InfoReady site.

Detailed instructions below:

PROJECT NARRATIVE (4 to 4.5 pages in total)

1. **Project Description** (1 and a 1/2 single-spaced pages maximum): Describe the history, theoretical background, goals and activities of the project.

2. **Methodology** (1/2 single-spaced page maximum): Discuss the proposed methodology for the project.

3. **Impact Statement** (1/2 single-spaced page maximum): List the short- and longer-term impacts and significance of the project, including publications, conferences, public events. Include specific details, such as the journals or presses you will be targeting for publication and the type of public and community engagement you are planning, and especially the relationship between both.

4. **ASU Resources Statement** (1/2 single-spaced page maximum): Describe how you will utilize existing ASU resources and faculty expertise to conduct the research, with particular emphasis on networking with scholars who share related interests and with whom you (and your team, for joint projects) would meet over the term of the grant for feedback and/or consultation. If you have already contacted these individuals, please indicate this in the statement.

5. **Project Timeline and Activities** (1/2 to 1 single-spaced page maximum):
    a. List research activities (and briefly describe how the public facing/engagement and writing activities relate to each other, and how they support the theme of the project)
    b. List when you are intending to undertake those activities. Break out items/actions by month and year.
    c. Include in your activities list your plans for applying for external funding application deadlines (required).

(**Please note** that public engagement can range in scope from faculty and students in the ASU community to a targeted or general public in the Phoenix area or beyond. Public engagement can range from in-person or virtual events,* public writing, community-embedded activities, etc. For more examples see 'Required Outputs'. You may use the optional project timeline template if you wish.)

*In light of COVID-19 travel restrictions and the impact of COVID-19 on our diverse communities, all planned in-person events and activities should have a contingency plan for virtual engagement.

BUDGET & JUSTIFICATION

Include your itemized budget and budget justification, including the items listed below (*Download an optional itemized budget template in InfoReady*). Budget is not to exceed $9,000 for individuals, or $12,000 for teams. A team should include at least one Humanities faculty. Add lines as needed.

*Travel should follow ASU travel guidelines and restrictions due to COVID-19.

A. 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)
- 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 IHR 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)

B. BUDGET JUSTIFICATION

Please be sure to justify all proposed expenses. Include list of additional funding sources, if any. (500 word maximum)

ADDITIONAL ATTACHMENTS

Include the following required attachments:

- CVs for each participant (maximum 2 pages each)
- Bibliography (maximum 1 page)
- Information on external funding you will pursue as a result of this seed grant (screen shots of calls for proposals, feedback from/correspondence with program officer, etc.

SIGNATURE PAGE

Download the Signature Page document listed under the Competition Files of this application (or download it here). Collect requested signatures and include in PDF.

Once you have compiled the components listed above (Narrative, Budget & Justification, Additional Attachments and Signature Page), submit them as a single PDF at the Info Ready portal at: https://asu.inforeadv4.com/

** For questions or assistance with your application, contact the IHR at this address *only*: ihr@asu.edu **(please include in the subject line of your email: 'IHR Cross-Disciplinary Seed Grant Query', and mark attention: Nicole Anderson)**