

The Sanford School Seed Grant (S³G) (updated 8/5/15)

The Sanford School Seed Grant (S³G) is designed to help faculty develop proposals, collect important pilot data, bridge grants proposals, and develop initiatives and workshops.

While priority will be given to *projects that promote research that crosses traditional disciplinary boundaries* at ASU, other projects will be considered. Research projects that are likely to *lead to external funding will be given the highest priority*. However, other activities that promote and further the mission of The Sanford School and ASU will be considered as well, such as professional development or advanced training. That is, if you have a need for funds to seed a project, to support the development of a grant, or to take steps in moving a project forward and your request is modest, you might consider applying for S³G funds.

The S³G will fund requests that are modest in size, ranging from about \$5,000-10,000; but we would consider grants up to a maximum of \$20,000. The Director must approve all grants over \$2,000. **Funds do not carry over past 12 months from when they are received.**

There is no deadline for an application, but once funds are committed no more applications will be accepted. Typically, 1-2 grants are funded each year.

Faculty may submit applications at any time to Sarah Ericson (Sarah.Ericson@asu.edu).

Please use the following format for applying S³G funds:

- A. **Name of Contact Person**
- B. **Contact information (phone and email)**
- C. **Project title**
- D. **Project applicants, their affiliations and email addresses**
- E. **Short description of project (1 to 3 pages) that includes the following:**
 - a. *Description of the proposed project*
 - b. *Significance*, including how the project advances one or more the goals of the S³G. Please explain why the project or activity is needed to achieve the project goals or how SSFD would be enhanced by your engagement in such activities. Examples include, but are not limited to, a submitted grant proposal, results of a pilot project to be used for a grant proposal, a new skill or increased knowledge that will further your research program and/or your professional expertise that can be a shared resource with faculty.
 - c. *Description of the anticipated outcome, product or knowledge to be gained*. Note that a condition of receiving a S³G is that a final report must be submitted within 3 months of the completion of the grant that summarizes the accomplishments, progress, and/or results that were supported by the grant. Plans for next steps in the project should be summarized in this report.
- F. **Curriculum Vitae for key applicants should be submitted.** The review process will consider past productivity and the likelihood that the grant can be used to leverage current and future work and funding.
- G. **Appendix.** You are encouraged to provide additional information the committee can use to evaluate the likelihood of the proposed project or activity coming to fruition. For example, if you will be submitting a grant proposal, please include a page or two from the funding agency that shows how your proposal will be responsive to the call. If you are proposing to hire a consultant, you may want to include the individual's vita. If you are proposing to attend an event or workshop to hone a particular skill set or

attain specific knowledge, you would want to provide information about the workshop, such as dates and syllabi (list of events' activities that are relevant to your proposal).

H. Budget Information:*

- a. expenses (no more than one page or excel sheet)**
- b. justification (no more than one page) explaining the need for each expense**
- c. the administrative service charge of 8.5% must be included in the budget**

*Budget notes:

Please note that if you have start-up, professorship funds, or retention funds, those monies need to be used before coming to this pool of funding. Additionally, funds may not be requested for faculty salary or course buyouts.

Sample expenses include, but are not limited to:

1) Consultant fees, depending on field and level of expertise, often range from \$100-\$250 an hour. A strong proposal would include a letter from the proposed consultant stipulating what the fee would be and what services would be rendered.

2) In general, the S³G will not cover Graduate RA funding. However, with justification, faculty can request a .25 RA (10 hours a week) including stipend and ERE, which is about \$15,000 for doctoral level or \$10,000 Master's level. It would be half this amount for a RA for just one semester.

3) Travel for advanced training or professional development. Itemize expenses, such as registration costs, estimated airfare, lodging, and per diem.

4) Participant incentives needed to recruit families, parents, teachers, children and so forth. Please be as specific as possible. For example, rather than just saying \$2,000 is needed for participant incentives, explain that the pilot study would need 20 families to participate and that a substantial amount of their time would be needed. Thus, you'd like to pay each family \$100 that may comprise of \$50 for an interview at their home and \$25 for each set of surveys they complete (and they will be asked to complete 2 sets of surveys).