

IHR SEED GRANT PROGRAM GUIDELINES

The Institute for Humanities Research (IHR) Seed Grant program is designed to provide support for projects that advance the IHR's mission of fostering **research that addresses or explores significant social challenges in the past, present, and future, employing humanities or transdisciplinary methodologies**. The purpose of this program is to develop a project to the point that it will be competitive for national grants and major fellowships, which recipients commit to pursue. Seed Grants fund **12 months of work** at two levels: individual (up to **\$8,000**) and team (up to **\$12,000**).

We currently follow **two proposal cycles**: grants with fall deadlines are funded January 1-December 31, and those with spring deadlines are funded May 16-May 15.

Recipients agree to **pursue external funding** at amounts well above the value of their award, submit one interim and one final **report**, and help to generate **publicity** about the project for the IHR (such as writing a blog post or ASU News story or interview). As with all IHR funding programs, recipients are also required to **disseminate their work** 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, and a specially-created card game. Note that public-facing writing and digital projects are always welcome, as well.

For questions or assistance with your application, contact ihr@asu.edu or Nicole.Anderson.1@asu.edu.

Eligible projects:

- All time periods: historical to contemporary
- Unlimited geographic locations: global to local
- Significant humanities work as well as work at disciplinary intersections: humanities + science, art, health, technology, etc.
- All formats: single-author monographs to innovative digital projects
- Team-based and single-PI research
- More than one output: book and journal articles, or journal articles and exhibition/digital project, or book and exhibition, book and panel discussion or symposium, etc.

Ineligible projects:

- Solely pedagogical or curriculum development projects
- Projects that only collect data without interpretation

Seed Grant outputs/outcomes:

- External grant proposals (required)
- Public engagement (required; see above for possible formats and scope)
- Conferences, symposia
- Development of new methodologies
- Development of new collaborations with external and/or internal faculty or communities.
- Academic publications, such as book proposals and literature reviews
- Curricular impacts
 - Please note that while strictly pedagogical projects are not eligible for IHR Seed Grant funding, curricular impacts are welcome additional outcomes

Allowable expenses:

- Honoraria and travel for external consultants/visiting scholars
- Travel: field work, archival work, 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 \$4750))
- Research materials and supplies (no equipment, e.g. computers)
- 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)

ELIGIBILITY & PROJECT SELECTION

Eligibility:

- Applications are welcomed from faculty or staff in any unit from any ASU campus, but must clearly demonstrate the following:
 - Proposed project is rooted in **humanities concerns and methods**
 - At least one PI must possess the **humanities training and knowledge** necessary to execute the proposed project
- **HIDA** (the Herberger Institute for Design and the Arts) co-funds a limited number of Seed Grants each year to support humanistic work in the arts by involving scholars from HIDA in collaboration with the humanities disciplines. These grants have the same deadline as IHR Seed Grants; no special steps are needed.
- **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:

- **Preference will be given** to PIs/co-PIs who have not received an IHR Seed Grant within the past five years.
- **Prior recipients** of IHR 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**.

Selection criteria:

(Please note that collaborative proposals are welcome, but because of the higher funding threshold for these projects, such proposals will be carefully scrutinized to ensure that they are truly team-based):

- Intellectual merit
- Coherence
- Significance of the research and of the project's outcomes

- Innovative or transdisciplinary approaches or methodologies
- Prospects for attracting external funding: priority will be given to applicants who can provide positive feedback from external funding agency program officers.
 - Selected 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:

Seed Grant proposals undergo full review by the Grants and Awards Committee.

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 six 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.

BUDGET GUIDELINES AND INSTRUCTIONS

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 expenses:

- Honoraria and travel for external consultants/visiting scholars
- Travel: field work, archival work, etc.
- Research materials and supplies
- 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)
- Course release (maximum \$4750)

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 \$100 total

Unallowable expenses

NOTE: 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
- Stipends
- Graduate student RAs/TAs; hourly student workers are eligible: see below for more information
- Capital expenses (laptops, desktop computers, certain kinds of equipment, etc.)

Required fees/charges

All ASU awards entail three 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.

Further guidelines: 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 Seed Grant funds toward honoraria for invited speakers/scholars. (recommended range: \$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 & CONDITIONS

Extensions cannot be granted. **Unspent funds** will remain with the IHR.

Changes to the budget of greater than 10% will require approval from IHR leadership. Requests entailing a significant change to the **scope of work** also require approval and may be referred to the Grants and Awards Committee.

Funds awarded will be transferred to your unit. **Before beginning spending** on their award, recipients must meet with Barbara Dente, the IHR's Business Operations Specialist.

Seed Grant recipients **agree to pursue external funding, with their first application submitted no later than two years after the end date** of their award. Recipients must:

- pursue funding that exceeds the value of the IHR's support and continue to do so until their external funding first exceeds the amount of their IHR award
- include the IHR as an 'Institute' in RID and REC allocations on relevant ASU forms when they apply for external funding

Once their received funding exceeds that of the IHR 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), assist with publicity for public events, and will reserve lodging for invited speakers in some cases. Beyond these services, Seed Grant recipients must arrange their own logistics (refreshments, written materials, invitations, etc.).

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.**