The 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 $5,000) and team ($9,000).

We currently follow two proposal cycles: fall competitions are funded January 1-December 31, and spring competitions are funded May 16-May 15.

Recipients agree to provide some form of public engagement related to their work (e.g. public-facing writing or digital projects, a public event, etc.), 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).

Eligible projects:

- All time periods: historic to contemporary
- Unlimited geographic locations: global to local
- Significant humanistic work as well as work at disciplinary intersections: humanities + science, art, health, technology, etc.
- Enhanced access to scholarly resources
- Team-based and single-PI research

See here for the IHR’s definition of the humanities and transdisciplinarity.

See here for a complete list of funded Seed Grant projects.

Ineligible projects:

- Solely pedagogical or curriculum development projects
- Wholly empirical research

Seed Grant outcomes:

- Conferences, symposia
- Invited guest scholars
- Academic publications
- Public engagement
- External grant proposals (required)
• Curricular impacts
  o 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.
• 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)

ELIGIBILITY & PROJECT SELECTION

Eligibility:
• PIs must be faculty or staff in the humanities and may come from any ASU campus. In the case of collaborative projects, at least one lead researcher must be from the humanities.
• PIs may come from non-humanities units, but they must clearly demonstrate that 1) their proposed project is rooted in humanities concerns and methods and 2) they possess the training and knowledge necessary to execute their proposed project successfully.
• HIDA (the Herberger Institute for Design and the Arts) co-funds two Seed Grants per year to support humanistic work in the arts. These grants will involve scholars from HIDA in collaboration with the humanities disciplines.
• 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 especially 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):

- Significance of the research
- Intellectual merit
- Coherence
- Potential impact on scholarship and/or compelling social issues
- 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. Contact humanitiesra@asu.edu for guidance on identifying prospective external funders.

Selection process:

Seed Grant proposals undergo a rigorous review by the IHR’s Advisory Board.

Proposals will receive one of the following ratings: accepted for funding (with the possibility of minor revisions); revise and resubmit in a later cycle; 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 and notifications will include feedback from the Board.

| 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 Jennifer Quincey, the IHR Assistant Director. Requests entailing a significant change to the scope of work also require approval and may be referred to the Advisory Board.

Before beginning spending on their award, recipients must meet with Stephanie Silva, the IHR Business Operations Specialist. All travel must be cleared beforehand.

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 should:
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 a Center in 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.

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.**

**SUBMISSION INSTRUCTIONS**

The application consists of the following **components**. Narrative prompts and further details are contained in the application form:

- Cover sheet
- Revisions statement (if applicable)
- Narrative
- Budget + Budget justification
- Signatures from lead investigators, unit heads, and Nexus Lab staff (if applicable)

**Attachments**

- CV for each participant (2 pages each)
- bibliography (1 page)
- external funding information
  - requests for proposals
  - feedback from funding agency program officer if available

The **application form** is a fillable, standardized document specially created to facilitate review by our Advisory Board. **We ask that you not alter its format.**

Only **electronic copies** will be accepted. Convert the entire application packet into a **single pdf file** and send to ihr@asu.edu with a subject line of ‘IHR Seed Grant Application: [name]’ no later than 11:59 p.m.
on the submission deadline date. We will aim to announce decisions within 6 weeks of the submission deadline.

---

**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. There is space allotted for this in the budget form. If you need additional space for your justification, you may use the space beneath the budget table.

**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

**Ineligible expenses**

- Alcohol
- Course buy-outs
- Graduate student RAs/TAs. Hourly student workers are eligible: see below for more information.

**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: $100-300)

**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](mailto:Daniel.Dickson@asu.edu)).