

This application format is standardized to facilitate review by our Advisory Board. **We ask that you submit your proposal in the order specified in the application checklist.**

Institute for Humanities leadership is available for consultation on your proposed project. If you plan to involve the IHR or IHR initiatives in any external funding proposals related to this project, the IHR must sign off in the signatures section at the end of this document.

## APPLICATION CHECKLIST

Please check off each item included in your proposal packet.

- Cover sheet
- Revisions statement, if applicable
- Narrative
  - project description
  - impact statement
  - ASU resources statement
  - project time line
  - participant expertise statement
- Budget
  - budget justification
- Signatures
- Attachments
  - CV for each participant
  - bibliography
  - external funding information
  - program descriptions/requests for proposals
  - correspondence with program officer

**COVER SHEET – IHR SEED GRANT – FALL 2019**

**Deadline: 11:59 p.m. | Friday, October 4, 2019**

**You may complete this section as a fillable PDF  
or contact the IHR for a Word version.**

1. **Name, title, affiliation, and role** (e.g. PI, co-PI, consultant) of each participant:
2. **Email address** of each participant:
3. **Names of unit head and business operations contact for each PI/co-PI:**
4. **Title** of proposed research project:
5. **Abstract** (approximately 100 words for a general audience, to be used in IHR publicity):
6. **Please explain briefly how your project is:**



Amount of award:

Due date:

10. **For PIs and co-PIs with prior IHR funding:** provide details on IHR funding received, including amount of funding, date, and project title. **NOTE:** Past seed grant and fellowship recipients will not be eligible for further IHR funding until they have met their obligation to pursue external funding. List the funding outcomes of your prior grant activity in the question above, disregarding the three-year timeframe as needed.

11. **Connecting with IHR initiatives:** The IHR is currently home to these initiatives: Environmental Humanities, Health Humanities, Desert Humanities, Digital Humanities and Humane Technologies. If your project aligns with any of these and you would like to be connected to a larger network of resources and researchers, please **indicate with an 'x' below:**

Environmental Humanities \_\_\_\_\_

Health Humanities \_\_\_\_\_

Desert Humanities \_\_\_\_\_

Digital Humanities \_\_\_\_\_

Humane Technologies \_\_\_\_\_

**NOTE:** Seed grant applications **do not have to align with an initiative** in order to be funded by the IHR.

12. **Connecting with ASU Library:** In partnership with ASU Libraries, the IHR offers the Embed program. Embed allows seed grant recipients to be matched with subject librarians and specialists in data management and analysis, who will work with IHR grant recipients at no cost. If you are interested in exploring how ASU Libraries' resources might be able to enhance your project, please indicate below:

Yes, I am interested in participating in Embed \_\_\_\_\_

Subjects, topics or tasks that might form the basis of a collaboration: \_\_\_\_\_

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13. Does your project meet any of the New American University Design Aspirations? ([link](#)) (500 words max.)

### REVISE & RESUBMIT STATEMENT

*If this is a revise and resubmit application: address reviewers' feedback/comments and clearly state how your proposal has changed. List the semester/year of your original proposal. 1 single-space page maximum.*

### NARRATIVE (to be included as an attachment)

#### **Project Description (4-6 single-space pages maximum)**

*Describe the goals, activities, and methodologies of the project, including the contributions of the project to ASU, to the mission of the IHR, and to the individual faculty participants, as well as the relevance of the project to the humanities and/or the relevance of the humanities to the project.*

#### **Impact Statement (1 single-space page maximum)**

*List the short- and longer-term impacts and significance of the project, including publications, conferences, and/or public events.*

#### **ASU Resources Statement (1 single-space 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.

**Project Time Line (1 single-space page maximum)**

Break out items/actions by month & year. Include plans for public engagement and external funding application deadlines (required). NOTE: when possible, we prefer that you hold any public events in the fall semester.

**Participant Expertise Statement (1 single-space page maximum)**

List the specific expertise each participant brings to this project.

**BUDGET + BUDGET JUSTIFICATION**

Add lines as needed:

Itemized Budget		
1. PERSONNEL	Amount	Purpose/Justification
<b>Student Wages &amp; Benefits</b>		
hourly student worker (include hourly rate, total number of hours, and date range of employment)	\$	
employee related expenses + Netcomm/Risk @ <b>4.6% (required)</b>	\$	
<b>total personnel costs</b>	<b>\$</b>	
<b>2. RESEARCH-RELATED EXPENSES</b>		
<b>a. Travel: ASU project team</b>		
transportation	\$	
lodging (not to exceed ASU Travel Office rates)	\$	
meals & incidental expenses (not to exceed ASU rates)	\$	
<b>b. Public Engagement: public event (conference, symposium, lecture, etc.)</b>		
visiting scholar honoraria	\$	
scholar travel reimbursements (not to exceed ASU rates)	\$	
venue rental fees (no charge for IHR conference room)	\$	
publicity	\$	
<b>c. Consultants: Visiting Scholars</b>		
honoraria	\$	
travel reimbursements (not to exceed ASU rates)	\$	
<b>d. Operations</b>		
long distance mailing, shipping expenses	\$	

materials & supplies	\$	
reference materials	\$	
photocopying	\$	
digital resource development	\$	
<b>f. Course buyout</b>	\$	
<b>g. Other</b>	\$	
<b>total research related costs</b>	\$	
<b>subtotal</b>	\$	
<b>Administrative Service Charge @ 8.5% (required)</b>	\$	
<b>TOTAL BUDGET REQUEST</b>	\$	<i>not to exceed \$5,000 for individuals, \$9,000 for teams</i>

**Budget Justification**

*Include list of additional funding sources, if any.*

## SIGNATURES

After completing the checklist, please gather signatures from the parties below. Add lines as needed.

Signature of the applicant(s):

Date:

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Printed name + signature of unit head(s):

Date:

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If you are requesting a course buyout, unit head must sign a second time to indicate agreement with the amount of \$4750.00

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## **ATTACHMENTS**

*Attach CVs for each participant (2 pages each); bibliography (1 page); external funding information (screen shots of requests for proposals, feedback from/correspondence with program officer)*