

2021-2022 NEW COLLEGE SCHOLARSHIP, RESEARCH AND CREATIVE ACTIVITIES (SRCA) SEED GRANT PROGRAM GUIDELINES

1. Key details

ITEM	REQUIREMENTS
Deadline	Proposals must be submitted to InfoReady by February 5, 2021.
Funding	Maximum award size for a single investigator proposal is \$5,000. Maximum award size for a multiple investigator (team) proposal is \$10,000.
No. # Awards	The number of projects awarded will depend on the amount of funding requested, funds available and the quality of submissions. In 2019, awardees included one team and three single investigators; in 2020 awardees were three single investigators.
Project Period	The project period will be from 01 July 2021- 30 June 2022.
Conditions	The funds awarded will be an investment in future research and creative activities at New College. Award recipients will be required to plan for and pursue external funding to continue and expand their work beyond the project period.

2. Overview of the SRCA Seed Grant Initiative

The SRCA program is intended to boost the national prominence of scholarly activities within New College. SRCA funds allow investigators to undertake work that will lead to future, larger-scale creative or research programs. Funding is available to support activities such as small research projects, data gathering, preparation/completion of a book, development of a creative exhibition or performance, time for preparing a substantial national grant/fellowship application, or connecting with collaborators to plan future projects.

The funds awarded will be an investment in future research and creative activities at New College. It is expected that the award recipients will have a plan for expanding their work through the SRCA funds and will pursue external funding to continue their work after the project period.

3. Eligibility to Apply

- All full-time tenured and tenure-track faculty, as well as fixed-term faculty with a research aspect to their appointment within New College may apply as a Principal Investigator.
- All investigators must have an active [Pivot](#) account. Pivot is an online database of worldwide funding opportunities spanning research, scholarships, prizes and travel grants.
- Post-Doctoral Scholars are also encouraged to apply and may serve as PI as approved.

Eligibility exceptions:

- Faculty on sabbatical or other leave during the 2021-2022 period are not eligible to apply.
- Faculty teaching more than one summer class are not eligible.
- Prior SRCA grant recipients that have not submitted a final report following the completion of their SRCA project year are not eligible.

4. Timeline

DATE	EVENT
December 1, 2020	New College SRCA Seed Grant Information Session
February 5, 2021	Applications Close
February 8, 2021	Review Committee Convenes
February 26, 2021	Applicants notified of award decision
July 01, 2021	Project period commences
January, 2022	Mid-Project Review meeting with Associate Dean of Research
June 30, 2022	Project period concludes
July 31, 2022	Final project report due to Associate Dean of Research

5. Proposal Requirements

Applicants are required to submit the following documents as a single PDF file, excluding the budget worksheet, which will be attached as a separate excel file. Documents should be prepared on US letter sized pages, using 12 pt. Times New Roman font and with 1 inch margins. Proposals must be submitted to [InfoReady](#) by February 5, 2021.

ITEM	REQUIREMENTS
Proposal Cover Sheet	Complete the form included in Section 9 below.
Abstract (100 words) <i>Think: the 'quick pitch'.</i>	A short description of the proposed project and the longer term program of work it will support.
Project Description (4 pages) <i>Think: what is the problem/issue your project is investigating? How do you plan to resolve it (approach)? How is this intellectually significant and innovative? What is the longer term vision for this work and how will this project contribute to realizing that vision? What will you create/ deliver through this project? How will it allow you to grow your work? How will the project support your competitiveness for future grant seeking? Who will benefit from this work and how? What outreach/dissemination activities will you pursue?</i>	The project description should: <ul style="list-style-type: none"> • Provide background information on the topic/issue. • Detail the project goals, methodology and timeline. • Describe the intellectual significance and innovation of the project. • Explain how the project fits into a larger envisioned program of work. • Outline the tangible outputs that will be delivered through the project (e.g. dataset, workshop, technology, event, exhibition, policy paper etc.). • How these deliverables will support future work and your competitiveness for future grant seeking. • The impact of the project and the proposed longer-term program of work- who will benefit and how.
Future Grant Seeking (1 page)	This document should: <ul style="list-style-type: none"> • Indicate the sponsors that you plan to target for

<i>Think: how can this work be supported in future? Who can fund your work beyond the project period? How do you know these sponsors are a good fit (e.g. have you spoken with them?) How can you optimize your chances for external funding success?</i>	<p>funding for a broader program or work during or after the project period.</p> <ul style="list-style-type: none"> Highlight when will you plan to apply and what steps will you take to optimize your application (e.g. seek proposal support from ORSPA, engage with sponsor officer, convene a mock review panel etc.).
References Cited (1 page)	If applicable, list the sources cited in your proposal.
Budget Worksheet (Separate excel file)	Refer to the instructions in Section 6 below.
Budget Justification (1 page)	Refer to the instructions in Section 6 below.
CVs (2 pages per investigator)	Provide short CVs for each team member.
(If applicable): Email from School Director approving any course release/buyout of investigators' time.	

6. Budget Guidance

ITEM	REQUIREMENTS
Project (Funding) Period	The project period is July 1, 2021 to June 30, 2022. All expenditures must be incurred during the project period. Funds not expended by the end of the project period revert back to the Office of the Dean.
Funds Available	<p>Maximum award size for a single investigator proposal is \$5,000.</p> <p>Maximum award size for a multiple investigator (team) proposal is \$10,000.</p> <p>Funds awarded may supplement funding from other sources.</p>
Allowable Expenses	<p>Allowable budget items include:</p> <ul style="list-style-type: none"> Summer salary Course release/ buyout of AY time <i>(Please include a letter from your School Director confirming approval to release your time if awarded funding. Specify the course and semester.)</i> Project support (e.g. staff, student wages) Travel funds, honoraria Equipment/software/licenses/data Materials and supplies External consultants Services (e.g. animal/lab facilities, printing etc.) Other costs involved with delivering the project.
ASU Fees and Charges	<p>The following internal fees and charges will need to be factored into your budget. These rates are set by the university, and are subject to change:</p> <ul style="list-style-type: none"> 8.5% Administrative Service Charge, applied to all project costs. 1.10% Risk Management Insurance Assessment Fee, applied to salary, wages and employee related expenses. 1.65% Technology (Netcom) Fee, applied to salary, wages and employee related expenses. <p>The budget worksheet includes cells that automatically calculate these costs.</p>

Prepare Your Budget Worksheet

Prepare your budget using the Budget Worksheet excel file. The information required for each category of expense is noted in the worksheet. For reference, an example of a completed budget is provided in a second tab within the excel file (refer to the SAMPLE BUDGET tab). All expenditures must be incurred within the project period.

Prepare Your Budget Justification

Prepare a 1-2 page budget justification with an explanation of your costs in each budget category (i.e. Salary and Wages, Travel, Services, Materials and Supplies, Equipment, Other). For each category, indicate how the budget has been calculated and how the funds will be spent in support of the project. Ensure you explain how the funds will make the delivery of your project possible.

Applicants are welcome to contact the New College Research Advancement team for assistance in developing your budget and preparing the budget worksheet and justification.

7. Review Criteria and Review Process

Proposals will be reviewed against the following criteria:

Proposed project is of a high quality and offers:

- Robust intellectual significance and demonstrated innovation;
- A feasible work plan and achievable goals;
- Reasonable and cost effective project activities;
- A clear need for SRCA funds (i.e. project would not be possible without SRCA support);
- A pathway to a longer-term, impactful program of work;
- Well-formed plans for seeking external funds that are pitched at a suitable scale.

The proposals will be evaluated by a Review Committee appointed by the Dean of New College. The proposal evaluations and funding recommendations of the Review Committee will be forwarded to the Dean for final decision. The feedback provided by the Review Committee will be shared with teams. The award(s) will be announced by the Office of the Dean by February 26, 2021.

8. Requirements for Awardees

ITEM	REQUIREMENT
Mid-Project Review	Awardees will be required to meet with the Associate Dean of Research mid-way through the project period (January 2022) to review activities and expenditures to date, as well as progress underway to pursue external funding.

Final Project and Budget Report	<p>A final report must be submitted to the Associate Dean of Research by July 31, 2022.</p> <p>The final report should provide:</p> <ul style="list-style-type: none">• An update on the completion of project activities against the stated goals;• A financial report, including any remaining funds to be returned to the Dean's Office;• An outline of any grants to which the team has applied/will be applying;• Any dissemination and outreach activities (e.g. publications, exhibitions, book tours, conference presentations etc.).
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9. Proposal Cover Sheet

NEW COLLEGE SCHOLARSHIP, RESEARCH AND CREATIVE ACTIVITIES (SRCA) SEED GRANT 2021-2022

Project Details

Project title:
Funds requested: \$

Principal Investigator Information

Name:	Position:
School: <input type="checkbox"/> SMNS <input type="checkbox"/> SHARCS <input type="checkbox"/> SSBS	
Email:	
Do you have a Pivot account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Course release requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered 'Yes' to the question above, please answer the following.	
Start date:	Completion date:
Course:	
Have you received in-principle approval for this release from your Director? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Co-Investigator(s) (duplicate this section as needed for additional investigators)

Name:	Position:
School: <input type="checkbox"/> SMNS <input type="checkbox"/> SHARCS <input type="checkbox"/> SSBS	
Email:	
Do you have a Pivot account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Course release requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered 'Yes' to the question above, please answer the following.	
Start date:	Completion date:
Course:	
Have you received in-principle approval for this release from your Director? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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School: <input type="checkbox"/> SMNS <input type="checkbox"/> SHARCS <input type="checkbox"/> SSBS	
Email:	
Do you have a Pivot account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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