Request for Proposals: $25,000 Major SEAD Grants (Science, Engineering, Art, and Design)

Submission Due Date: March 20th, 2015 (5:00pm EST)

Summary

The Institute for Creativity, Arts, and Technology (ICAT) invites applications for research projects that are creative, innovative and show a strong potential for extramural funding. These funds will typically be used to pursue creative projects, pilot studies, feasibility studies, or preliminary research that initiates a larger line of trans-disciplinary research. It is expected that the projects funded by the SEAD grants will help catalyze larger projects (with possibilities for future funding), long term initiatives, or one-time events, performances and exhibitions that are visible at the national level.

Funds Available

- Limitation of funds: $25,000
- Approximate number of awards: 4
- Funding source: E&G funds (via transfer to principle investigator’s home department)
- The principle investigator should prepare the proposed project budget in consultation with his/her home department fiscal staff prior to submission to ensure the allowability of specific expenses and compliance with state, university, and departmental procedures.
- All university policies and procedures must be observed.
- Awarded funds will be available July 1, 2015 and all project expenses must be posted to Banner by April 30th, 2016.
- Unspent funds must be transferred back to ICAT by May 15, 2016.
- Funds can be used toward faculty release time or summer stipends, student support, technical support, supplies, software, and small equipment purchases. Funds will not be awarded for conference travel.

Eligible Investigators

All faculty members at Virginia Tech are invited to submit an application and lead a project team.

Research Areas

Proposals must be transdisciplinary in nature and explore some aspect of technology and at least two of the following areas represented by the Institute and its studios (see www.icat.edu):

- visual arts  • behavior  • computer science
- performing arts  • sciences  • science
- design  • education  • human sciences
- architecture  • engineering  • humanities
-  •  • social sciences

Special consideration will be given to proposals that focus on one of the topics below as separate funding has been obtained for this purpose:

1) Integrated STEM
2) The use of the Cube facility for augmented and virtual reality applications in data exploration
3) Innovation and entrepreneurship
Submission

Please submit your proposal by 1) sending an electronic PDF copy of your proposal and cover page to Lisa Jansen (ljansen@vt.edu), and 2) submitting an online copy of your proposal using our Google submission form. If you have any questions, please contact Lisa Jansen (ljansen@vt.edu). Proposals are due by 5:00 p.m., March 16th, 2015. Please discuss this submission with your department head/chair and fiscal manager at least one week before due date.

Application Instructions

The application should include the following:

1. Cover page with signatures
2. Title and description of the project (significance, specific aims, methods, assessment),
3. Statement of innovation: Explain what is new, novel, and/or unique about this proposal
4. Alignment with the goals of ICAT: Explain how the proposal aligns with our missions which include 1) education, 2) transdisciplinary research and/or 3) outreach
5. Expertise and experience of the investigator(s) and their specific role(s) in the project,
6. A detailed project timeline: include start/end dates and milestones
7. Anticipated agency, foundation, or company for future extramural funding and the proposed date for submission.
8. Funding & resource documentation
   a. Amount requested with budget breakdown and justification,
   b. Specify any resources (space, equipment, technical support, etc) that need to be provided by ICAT.
   c. Current and pending funding of the investigators and any prior collaborations among team members,

Review Criteria

The proposals will be reviewed by the Institute Director, Senior Budget and Contract Manager, and the Senior Fellows, and then evaluated with the following criteria:

1. Intellectual merit and innovation;
2. Interdisciplinary nature of the team;
3. Correlation to the mission of ICAT and its studios;
4. Broader impact of the project;
5. Potential external funding can be obtained to advance the proposed research.

After proposals are reviewed, a member of the proposal team may be asked to make a brief presentation to the review committee.

Awards will be announced by April 10th, 2015.

Project Requirements

1. Ongoing project documentation and progress reports due as requested during the project’s time period.
2. A final (5-10 pages) report to be submitted no more than 30 days after project completion that describes project outcomes and how the funds were expended is a condition of funding
3. The principle investigator is responsible for all necessary resources (space, equipment, technical support, etc.) to complete their project with the exception of the items and personnel requested from ICAT.
4. Disposition of equipment purchases will be determined by ICAT within 90 days after the project end date.
5. Unspent funds must be transferred back to ICAT by May 15, 2016.
Acknowledgment and Publicity Requirements for Institute for Creativity, Arts, and Technology Awards

The Institute for Creativity, Arts, and Technology (ICAT) requires public acknowledgment of the projects it supports. Unless advised to the contrary, an acknowledgment of ICAT support must appear on all materials publicizing or resulting from award activities.

- **Logo:** The official Virginia Tech/ICAT logo can be downloaded at www.icat.vt.edu. Please note the graphic element of two squares connecting with the name of the institute inside one of the boxes is not the logo and cannot be used in lieu of the logo.

- **Sample Credit Lines:** The (title of project) has been made possible in part by a grant from Virginia Tech’s Institute for Creativity, Arts, and Technology.

- **Publications:** Please include the following language on any publications stemming from ICAT funded research: "This work has been partially supported by a grant from the Virginia Tech Institute for Creativity, Art, and Technology."

- **Printed Materials:** Printed acknowledgments and publicity materials are expected to carry the Virginia Tech ICAT logo. The name of the institute in the logo must be legible and no smaller than 5 points. If the logo is not appropriate for the design, the credit line may be substituted in an appropriate type size. For large posters, etc., the point size should be correspondingly larger.

- **Films and Videos:** An acknowledgment of support must be contained at the beginning and end of each funded program and in all non-broadcast materials related to the project, including any elements of production re-purposed for distribution as digital media. The ICAT credit for film and television programs must be at least ten seconds long. ICAT is to be acknowledged in videos funded as part of an exhibition or other public programs, as well as in films broadcast on television. If the filmmaker intends to vary the design of the credits, ICAT must approve the new format that is created.

- **Audio and Radio Materials:** An acknowledgment of support must be contained at the beginning and end of each program and in all non-broadcast materials related to the project. ICAT should be credited for radio programs, and for recorded audio tours of exhibitions.

- **Exhibitions/Workshops:** The acknowledgment of support, the Virginia Tech/ICAT logo and the disclaimer language should appear on signage at the entrance to the exhibition or workshop, on brochures and catalogs, and on exhibition or workshop video materials and websites. These requirements apply to the host site for the exhibition or workshop and to all participating venues. It is the grantee’s responsibility to convey this requirement to all venues as part of the contract.

- **Digital Projects:** When possible, hyperlinks must be made between the project and the ICAT website (www.icat.vt.edu). All digital projects (including games and apps) released via a third party are also expected to include an acknowledgment of ICAT support in the promotional description of the project (for example: in the ‘Description’ section of the Google Play or iTunes stores). Additionally, all digital projects must incorporate the following ICAT-specific keywords: Virginia Tech; Institute for Creativity, Arts, and Technology; ICAT.

- **Websites:** Hyperlinks must connect the project’s website and that of the ICAT website (www.icat.vt.edu).

- **Public Events:** At programs or public gatherings related to the project, ICAT must be acknowledged orally as sponsor. Signage at the event must acknowledge ICAT support.

- **Promotion and Advertising:** The design for all print, promotion, and advertising related to the project must be submitted to the director of marketing and communication for approval prior to implementation. All promotion must include the acknowledgment of ICAT support and the ICAT logo; the credit line should be used whenever possible. This includes publicity campaign materials, publications, advertisements, press kits, press releases, wall panels, educational programs, special events, and receptions. Unless there is an agreement with the ICAT Director to the contrary, all press releases and media pitching will be carried out by ICAT’s marketing office. The official spokesperson for ICAT is Director Ben Knapp.

- **Print and Electronic Use:** Summaries, along with images, clips, screen shots, or the like of all ICAT-funded projects must be made available to ICAT for use in its publications and on its website.
INSTITUTE FOR CREATIVITY, ARTS, AND TECHNOLOGY
Science, Engineering, Arts, and Design

Cover Sheet

Title of Proposal: ________________________________________________________________

Names of Lead Investigators (please type/print):
By signature below, I certify that in the event an award transpires, I will comply with the terms and conditions contained in the RFP. If awarded, I understand that: (a) the award must be expended according to the University’s fiscal policies by the project end date, but no later than April 30, 2016, (b) ongoing project documentation is updated and reported no less than once a month during the project’s time period, (c) a final report is to be submitted no more than 30 days after project completion that describes project outcomes and how the funds were expended is a condition of funding, (d) it is expected that the investigators have all resources necessary (space, equipment, etc.) to complete their project with the exception of the items and personnel requested.

Name (Contact PI) Department Email

Name Department Email

Name Department Email

Name Department Email

Department Head/Chair or Center Director Approval:
By signing, I confirm that I support the faculty member’s application and any associated requirements for my department or center:

Name (for Contact PI) Department Email

Name Department Email

Name Department Email

Name Department Email