



2018 Stanford Woods Institute Environmental Venture Projects (EVP) Program Priorities, Guidelines and LOI Instructions

The Stanford Woods Institute for the Environment (Stanford Woods) EVP program provides seed grants, from \$5,000 up to \$200,000 over two years, for interdisciplinary research projects that seek to identify solutions to pressing problems of the environment and sustainability. Projects are evaluated for their intellectual merit, potential to solve environmental problems, the interdisciplinary strength of the team and the project's potential to secure additional funding in the future.

*****NEW TO EVP — SMALL GRANTS FROM \$5,000 TO \$50,000 ARE AVAILABLE*****

Starting in 2017, the EVP Program began considering applications in two categories:

EVP Small Grants – support from \$5,000 up to \$50,000 for discrete research needs and efforts to define and scope research projects at preliminary stages of development, in line with the EVP program priorities and guidelines below

**Note: Requests may be for less than \$50,000, and PIs are encouraged to be judicious in their requests for EVP Small Grant funds. These EVP Small Grants are treated as department research grants, rather than sponsored research. PIs who receive an EVP Small Grant to develop a project remain eligible to apply in a future round for an EVP Grant for that project.*

EVP Grants – support from \$10,000 up to \$200,000 over two years for research projects per the EVP priorities and guidelines below

**Note: Requests may be for less than 200,000 and need not be for two years. PIs are encouraged to be judicious in their requests for EVP Grant funds. EVP Grants are treated as sponsored research.*

Faculty members may only be Lead PI on one EVP application at a time, either for one EVP Small Grant or one EVP Grant, and not both. Faculty members are also restricted from being the Lead PI on more than one active grant from the EVP Program. However, faculty may be the Lead PI on consecutive grants from the EVP program.

PROGRAM PRIORITIES

The EVP program seeks projects that:

- Are high-risk, transformative projects that have the potential to produce solutions to major global environmental challenges;
- Represent new interdisciplinary collaborations among faculty who have not previously worked together, with a preference for scholarly communities that have not been active in the Stanford Woods Institute to date; and
- Address cross-cutting issues that are relevant to the environment in general and/or address challenges within one or more of the Stanford Woods' seven focal areas.
 - Examples of cross-cutting issues include: environmental ethics, cultural and humanistic influences, effective economic and incentive systems, environmental justice, political ecology, stewardship, risk perception and analysis, communication, mitigation and adaptation, responses to global changes, valuation, and interdisciplinary modeling.
 - Stanford Woods focal areas include: oceans, ecosystem services and conservation, public health, freshwater, climate, food security, and sustainable development.

PROGRAM GUIDELINES

Proposed projects should:

- Represent one or more of the above program priorities;
- Contribute towards a solution to a major global environmental challenge;
- Demonstrate a clear strategy and pathway for connecting your research to an actual solution;
- Involve PIs at Stanford from at least two separate disciplines (For assistance identifying possible co-investigators, please visit the Stanford Woods Institute's faculty and researchers [directory](#));
- Document how the collaborative effort will be stronger than the sum of disciplinary parts; and
- Have the potential for obtaining future support.

LOI SUBMISSION INSTRUCTIONS

Review Process

Letters of Intent (LOI) are due Wednesday, January 10, 2018, 5:00 pm PST. Letters will be reviewed by the selection committee, and those teams whose LOIs are deemed most competitive will be invited to submit a full proposal for the final selection phase. Invitations to submit a full proposal will be issued in early March 2018. Full proposals will be due one month later, in early April. Awards will be announced by the end of June.

If you have any questions about your project or research idea, or would like additional information, please contact EVP committee Co-chair Mike Lepech at mlepech@stanford.edu, or you may contact Brian Sharbono, Associate Director, Programs, Stanford Woods Institute, at sharbono@stanford.edu. If you have technical questions or issues in submitting your LOI through the online application system, please contact Stanford Woods IT Manager Keith Iverson at kailou@stanford.edu for assistance.

ON-LINE APPLICATION INSTRUCTIONS

Overview:

- If you are using Internet Explorer as your web browser, make sure compatibility mode is turned off. To do this, open your browser, click 'Tools' and unclick 'Compatibility View'.
- Only Lead and Co-PIs will be able to access the on-line application. The Lead or Co-PIs can grant access to a research administrator who ordinarily handles budget information. The application should not be delegated to graduate students or postdoctoral scholars.
- Use the menu links (Project Description, Team Members, Finance Administrator, Budget, Validate Application and Submit Application) to navigate from page to page without committing any changes.
- **To save and update pages you must click on the 'Save Page' button at the bottom of each page of the on-line form.**
- Only the Lead PI can submit the application. Please ensure that the Lead PI's email address is entered correctly on the Team Members page of the application. All submission confirmations and EVP correspondence will be sent to this address.
- The application will not be considered complete or considered for review until all required fields have been completed and the 'Submit Application' button on the Submit Application page has been clicked.
- Once the application has been submitted, the Lead PI will receive a confirmation e-mail.
- The application can be resubmitted as many times as necessary until the deadline. The system only saves the most recent submission.

Indicate which EVP Program grant you wish to apply for?

EVP Small Grant ____

EVP Grant ____

Section I: Project Description

Step 1: Enter project title in the box provided.

Step 2: Use on-line application system to upload a PDF. A pop-up message will indicate if your upload was successful or unsuccessful.

Rules to write by:

- Be concise and compelling. The EVP letter of intent project description PDF, Part 1-4, as outlined below, should not exceed 1400 words.
- Assume that reviewers have little or no familiarity with your topic. Avoid jargon and explain your ideas in language accessible to a diverse audience.
- **If applying for an EVP Grant, please be sure to address all four parts fully. Only EVP Grant proposals that include all four parts will be considered for review.**
- EVP Small Grant applications will be considered in the context of the priorities and guidelines of the EVP program. As such, PIs requesting an EVP Small Grant are also encouraged to complete the four parts to the extent possible.

Part 1 – Project Description: The proposal should describe in clear terms (minimal use of jargon) the problem to be addressed, project objectives, desired results, research methods and a clear and compelling statement of how team members will operate as an integrated unit. Please describe your research in the larger framework of a major environmental challenge.

Part 2 – Interdisciplinary Team: Describe the composition of your team, explaining how the PIs are from different disciplines, if not different departments; the contributions of each; and how the team will work in an integrated fashion.

Part 3 – Knowledge to Action Plan: Please describe the pathway(s) through which, ultimately, findings from your research, if successful, are likely to lead to solutions, e.g., through private markets (products and innovations), government policies (rules, regulations, laws and management practices) or individual behavior changes.

Please also describe any anticipated engagement of external stakeholders and partners before, during and/or after your project that may inform the research and facilitate the transmission of your research discoveries into action to solve the major environmental challenge motivating your project.

External stakeholders and partners may be decision makers in executive and legislative capacities in government charged with public policy and public management related to the motivating environmental issue and/or your approach. They may be existing companies, venture capital interests, or even Stanford's Office of Technology and Licensing that you engage to explore potential IP and commercial possibilities. They may be relevant NGOs, community groups or other organizations with capacity to adopt or implement your findings at some scale.

Part 4 – Funding: Recognizing that research does not always lead to a solution over the span of a single grant, briefly articulate a vision for how you believe this project will attract outside funding and how your research agenda may evolve with outside funding to further contribute to the environmental solution. List specific sources of funding which you believe progress under this grant will enable you to be competitive in pursuing.

Section II: Team Members

PI Eligibility

In this section, please list all team members involved in the project (e.g. faculty, postdoctoral scholars, graduate students, undergraduate students, academic staff, outside collaborators and other). All team members are expected to actively participate in the project.

- **Each PI (Lead and Co-) must be a member of the Academic Council or Medical Center Line. Please verify that both PI and co-PI are PI eligible.**
- Lead PIs will serve as the primary contact for all LOI and proposal submissions and financial matters. Please ensure that the Lead PI email address is entered correctly in this section. Submission confirmation and other EVP correspondence will be sent to that address.
- A researcher who is the Lead PI for a currently funded Stanford Woods EVP grant is eligible to participate in new grants as a Co-PI but not as the Lead PI. Also, faculty cannot be designated as Lead PI on more than one submitted project.
- Postdoctoral scholars and senior academic staff may be associate investigators.
- Outside collaborators, e.g., non-Stanford faculty, graduate students or undergraduate students may participate on a project team but will not be considered formal investigators. For these individuals please leave the 'Designation and Role of this Team Member' drop down menu blank.
- Reports for active projects funded by Stanford Woods Institute grants (EVP, REIP, e.g.) must be current. A new LOI will not be eligible if it includes a Lead PI or Co-PI from a current Woods funded project team with an outstanding EVP report.

Step 1: Provide the following information for each team member using on-line application system.

- SUnetID
- First Name
- Last Name
- Designation and Role (two drop down menus provided)
- AC or MCL
- Title
- School
- Department
- E-mail
- Statement of individual involvement/contribution to project

Saving Instructions

1. Any changes to the team members are not saved until you click the 'Save Page' button below.
2. We recommend clicking the 'Save Page' button after each team member addition or modification.
3. To add additional team members, click the 'Add Another Member' button.

4. To remove a team member, check the 'Remove Member' checkbox for that team member. Only the Lead and CO-PIs can remove a team member.

Section III: Finance Administrator

The Lead PI should designate a qualified research administrator to access the application to handle budget information. The designated Finance Administrator will have complete access but will not be able to submit the application. The application and budget should not be delegated to graduate students or postdoctoral scholars. This finance administrator is not considered a member of the research team.

Step 1: Provide the following information for the Lead PI's department research administrator using the on-line application system.

- SUnetID
- Does this individual ordinarily handle budget and reporting information? (Check box)
- First Name
- Last Name
- School
- Department
- Title
- E-mail
- Comments

Section IV: Budget (see also Budget Guide at the end of these instructions)

Funding guidelines and instructions

- The research committee will consider EVP Small Grant projects with budgets from \$5,000 up to \$50,000, lasting not more than two years, and EVP Grant projects with budgets from \$10,000 up to \$200,000 over two years (approximately \$100,000 per year).
- Support may be requested for personnel (undergraduate, graduate, or postdoctoral scholars, research assistants or associates), supplies, equipment and travel. (Please consider equipment under \$5000 as expenditures for supplies.)
- Faculty salary is allowed to be up to 20% of the total project budget, but is not required. The justification should state when it is for summer supplement salary.
- It is important to show that the funding will be distributed across the collaborative team. Roles are required to be clearly and substantively defined in the budget justification section.
- Conferences or workshops will not be funded, although we do encourage proposals for EVP Small Grants to support scoping meetings to explore new research project possibilities.

- There may be occasions when hiring professional services may be necessary to support the grant when these services cannot be deployed through Stanford resources, including facilities and personnel (translation, sample collection, laboratory analysis, for example). Such professional services may be funded if there is a strong case for their involvement.
- For any proposed subawards, a complete scope of work must be included in the proposal, as well as an A-133 form, a budget and a justification. Any project subawards must be pre-approved by the Director of the Stanford Woods Institute.
- Fringe benefits are calculated automatically and are based on current rates listed on the [DoResearch website](#).
- EVP university research grants do not incur indirect charges (IDC) or infrastructure charges (ISC). ISC is charged to the Stanford Woods Institute at the time of funding.
- Enter all budget numbers in US dollars rounding up to the nearest whole dollar values. Please do not use the '\$' symbol or commas in your entries; number values only.
- Enter budget numbers in the appropriate fields on the application form then use the budget justification narrative field at the bottom of the form to provide further detail and explanation for how each line item benefits the project. Justification should not include calculation narrative, but rather the benefit to the project. **Please use the appropriate fields on the form and do not enter your budget in the bottom budget justification narrative field.**

Step 1: Provide the following information using the on-line application tool:

- Faculty and research staff salary
- Postdoctoral and student salary
- Fringe benefits
- Travel
- Travel destination
- Professional services
- Materials and supplies, lab supplies, computer and software licenses, equipment (Please consider equipment under \$5000 as expenditures for supplies and explain in the justification.)
- Equipment (over \$5000)
- Publication fees/costs
- Subward(s)
- Budget justification for each budget line item
- Clear and substantive definition of team roles in the budget justification section.
- Research Administrator of the Lead PI who will be responsible for financial management and reporting for the project

Section V: Validate Application

Step 1: Use the on-line application system to verify that all required fields have been completed.

Section VI: Submit Application

Step 1: Use the on-line application system to submit application. Once the letter of intent has been submitted, the Lead-PI will receive a confirmation e-mail.

Budget Guide

Important points to keep in mind when preparing your proposal and budget:

- Please consider how you might have undergraduate and graduate students become involved in the research effort, i.e. data collection, analysis. They are an invaluable resource in supporting our education and research mission.
- Inflation factor: 3% per year for all but tuition, which is 4% per year
- This is a university research program. The indirect cost (ISC) rate will be funded by the sponsor, Stanford Woods Institute for the Environment. **Do not include ISC in your budget.**
- Please refer to the web page below for more information on Subawards to discern between a Subaward and professional services: <https://doresearch.stanford.edu/policies/research-policy-handbook/subawards/definitions-and-classifications>
- **Program Restrictions: Faculty salary up to 20% of total budget is permitted; Faculty salary is not required. Salary support is not permitted for outside collaborators.**

Project Start Date: xx/xx/xxxx

Project End Date: xx/xx/xxxx

Personnel Salary and Wages	Year 1	Year 2	Total
Faculty and Research Staff Salary	7,000	7,000	14,000
Postdoc Salary	35,000	36,050	71,050
Graduate Student RA-Ship			
Graduate Student Tuition			
Undergraduate & Contingent Salary	10,182	10,419	20,601
Non-Salary Expenses			
Travel	700	1,000	1,700
Professional Services	5,000	5,000	10,000
Materials, supplies & equipment under \$5,000	7,000	7,000	14,000
Equipment (over \$5000)	0	0	0
Publications	200	300	500
Subaward(s)	0	0	0
Total Budget Requested	65,082	66,769	131,851

Budget Justifications Examples

Faculty & Full Time Regular Staff

The faculty and academic staff salary being budgeted will be distributed among the two faculty members (Faculty member 1, X% effort; Faculty member 2, X% effort). *[NOTE: Please clarify the % Academic Year effort and the % summer effort for each faculty member.]*

The Lead Principal Investigator will be responsible for all aspects of the project and ensure goals are met in a timely manner and that project activities and expenditures are in compliance with Stanford and Stanford Woods policies. S/he will be responsible for developing the algorithms and platform of the proposed topic. S/he will also ensure collaboration among all team members and deliver results on time. *[NOTE: The Lead PI's administrator will generate the required financial reports for all PIs on the team.]*

Postdoctoral Scholars Salaries

Postdoctoral Scholar in (department) 60% time for Year One and 60% for Year Two, to collaborate with PI's to manage project, develop instruments, hire and oversee research team and assistants and manage logistics of website development, data collection, and data analysis.

Travel

The team will travel twice to _____ to conduct field studies The first trip will accomplish ... The second trip is for ...

Professional Services

In-country translation services are required for ...

Materials and Supplies

The team will purchase lab supplies for field samples. Supplies for survey deployment include: photocopies of pre-visit surveys in each site; clipboards, pens, and other materials for administering in-person survey pre-visit in each site.

Computer Supplies/Software

The team will purchase X software licenses to collect data in the field.

Publications

\$500 is requested for publication fees.

Subawards

This project does not require a subaward.