



2019 Stanford Woods Institute Environmental Venture Projects (EVP) Program Priorities, Guidelines, LOI Instructions and Budget Guide

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 or REIP Grant for that project.*

EVP Grants – support from \$50,000 up to \$200,000 for up to 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.*

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 Stanford 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 environmental 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 the proposed 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.
- 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.
 - Likewise a faculty member may not apply for a Woods Institute EVP grant and an REIP grant in the same application cycle.
 - Faculty members are also restricted from being the Lead PI on more than one active grant from the EVP Program or REIP Program.
 - However, faculty may be the Lead PI on consecutive grants from the EVP program and/or REIP program. In the case of a consecutive award, a Lead PI applying for a new award in 2019 will need to have any existing, open grant award from either EVP or REIP set to close in 2019 and have the required financial and narrative reports of the current award submitted before the new award can begin.

LOI SUBMISSION INSTRUCTIONS

Review Process

Letters of Intent (LOI) are due Monday, January 14, 2019, 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 March. Full proposals will be due one month later, in 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 Chris Field, Stanford Woods Director at cfield@stanford.edu or Brian Sharbono, Stanford Woods Associate Director, Programs 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, along with the Research Finance Administrator to assist in handling the budget information.
- Only the Lead PI may 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. A confirmation will also be sent to the Research Finance Administrator.
- 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.**
- 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 the project title in the box provided.

Step 2: Use the 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.

- 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.
- The application and budget should be a collaborative effort among the PIs and research team and should not be completely delegated to graduate students or postdoctoral scholars. It is expected that the budget will be finalized by the Research Finance Administrator.

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. 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.

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

- **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.
- 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.
- 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 for Woods EVP or REIP funding.
- Postdoctoral scholars and senior academic staff may be associate investigators, but no PIs.
- 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 the 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 Your Application

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: Research Finance Administrator

The Lead PI must designate a qualified Research Finance Administrator (RFA) from her/his department. The Lead PI should consult the RFA to complete the budget. The designated RFA will have complete access to the application for completing the budget section, but will not be able to submit the application. Again, the RFA will receive a confirmation once the application is submitted by the Lead PI.

Step 1: Provide the following information for the Lead PI's department RFA 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
- Task org to use, if awarded

Section IV: Budget

Project Start Date: 10/01/2019

Project End Date*: 10/01/2021

*Please change the end date default if you wish to have a shorter period of performance.

Note: A financial and narrative report is due at the conclusion of the project and after the first 12 month period, if the period of performance is longer than one year.

Funding guidelines and instructions: Important points to keep in mind

- 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 \$50,000 up to \$200,000 over two years (approximately \$100,000 per year).
- **Faculty salary may not be more than 20% of the total budget; Faculty salary is not required. The justification should state when it is for summer supplement salary. Salary support is not permitted for outside collaborators.**
- 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.)
- 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 consultant 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.
- Please refer to the web page below for more information to discern between a subaward and consultant/professional services: <https://doresearch.stanford.edu/policies/research-policy-handbook/subawards/definitions-and-classifications>
- 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 strong justification. Any project subawards must be pre-approved by the Director of the Stanford Woods Institute.
- 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.
- Inflation factor: 3% per year for salary, 4% per year for tuition.
- 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.**
- *EVP research grant applicants do not need to account for indirect charges (IDC) or infrastructure charges (ISC) in their project budgets. ISC is charged to and paid by the Stanford Woods Institute on behalf of each awarded project at the time of funding.*

Step 1: Provide the following information using the on-line application tool: Rough estimates are acceptable at the LOI stage.

- Salary (51100)
- Benefits (51700)
- Tuition (51970)
- Travel Domestic (52410)
- Travel International (52420)
- Travel destination
- Participant Support (52435)
- Participant Travel (52436)
- Equipment Lease (52901)
- Equipment Non-Fab (53101/55001)
- Equipment Fab (53101)
- Consultant Fees (54201)
- Materials and supplies (55201)

- SLAC Charges (56801)
- Student Stipend (57000)
- Interdepartment Costs Other (58501)
- Animal Care (58701)
- Other Inclusions (50001)

Please include a clear, narrative budget justification of the benefit to the project for each line item, within the categories below. Include a clear and substantive definition of team roles, where not included in the project description.

1. **Key personnel:** include % effort by appointment type i.e. Academic Year (AY/SMR) and Calendar Year and \$xxx for each salary and tuition
2. **Benefits:** \$xxx
3. **Travel:** \$xxx provide breakdown by domestic, international, and participant travel and an explanation of each.
4. **Equipment:** \$xxx with description of equipment and disposition of asset i.e. is the expense shared? Is it fabricated at Stanford? Is it leased?
5. **Materials and Supplies:** \$xxx provide explanation of materials budgeted for, use, and allocation if applicable.
6. **Consultant/Professional Services:** \$xxx provide explanation of services and how it benefits the project.
7. **Other Direct Costs:** \$xxx describe other line item costs not explained in the categories above and provide explanation of how it benefits the project.

Section V: Validate Application

Step 1: Use the on-line application system to verify that all required fields have been completed. Complete any items noted as incomplete in the validation in order to complete submission successfully.

Section VI: Submit Application

Step 1: Once the letter of intent has been submitted through the on-line application system, the Lead-PI will receive a confirmation e-mail, as will the designated Research Finance Administrator.