



## 2015 Stanford Woods Institute Environmental Venture Projects (EVP) Program Priorities, Guidelines and LOI Instructions

### 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 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.
  - 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 January 16, 2015, 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 by February 24, 2015. Full proposals are due April 6, 2015, by 5:00 pm PST. Awards will be announced in late June.

If you have any questions about your project or research idea, or would like additional information, please contact EVP committee Co-chairs Jenna Davis at [jennadavis@stanford.edu](mailto:jennadavis@stanford.edu) or Jamie Jones at [jhj1@stanford.edu](mailto:jhj1@stanford.edu), or the EVP Program Manager Brian Sharbono at [sharbono@stanford.edu](mailto:sharbono@stanford.edu).

## 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.
- The application can be resubmitted as many times as necessary until the deadline. The system only saves the most recent submission.
- Once the application has been submitted, the Lead PI will receive a confirmation e-mail.

### **Section I: Project Description**

Step 1: Enter project title in the box provided.

Step 2: Use on-line application system to upload PDF. The PDF should not exceed 1400 words and should be separated into the following four parts. A pop-up message will indicate if your upload was successful or unsuccessful.

**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 as an integrated unit.

**Part 3 – Knowledge to Action Plan:** Please describe the pathway(s) through which, ultimately, your research findings are likely to lead to solutions [e.g., through private markets (products and innovations), government policies (rules, regulations and laws), individual behavior changes]. Please also describe any anticipated engagement of external stakeholders and partners before, during and/or after your project that may facilitate the transmission of your research discoveries into action to solve the major environmental challenge being addressed by this 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 have engaged to explore 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 two years, 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.

*Please be sure to address all four parts fully. Only proposals that include all four parts will be considered for review.*

Step 3: Answer the following question using the on-line form:

- Will there be human subjects involved in your project?
- If yes, do you have an approved protocol?
- Will the project involve international travel and or work in a country outside of the USA?
- Provide additional comments to further explain answers to above questions.
  - If you plan to use human subjects and do not have an approved protocol, please visit the [Human Subjects](#) website to learn if a protocol is required.

## **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 (AC) or Medical Center Line (MCL).

- 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 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 such as non-Stanford faculty or international in-country consultants, graduate students or undergraduate students may participate on a project team but will not be considered formal investigators. For these individuals please leave second 'Designation and Role of this Team Member' drop down menu blank.
- **Reports for active EVP projects must be current. A new LOI will not be eligible if it includes a PI or Co-PI from a current EVP 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**

In this section, the Lead PI designates a qualified research administrator to handle budget information access to the application. The person designated 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 person is not considered a member of the research team.

Step 1: Provide the following information for the 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
- If your team is awarded an EVP grant, will this individual be responsible for submitting the Proposal Document Routing Form (PDRF)?
- If not, who would be Woods' finance administrator contact if your team receives an EVP award?
- E-mail
- Comments

#### ***Section IV: Budget***

##### **Funding guidelines and instructions**

- The research committee will consider projects with budgets up to \$100,000 per year for up to two years (\$200,000 maximum).
- Support may be requested for personnel (undergraduate, graduate, or postdoctoral scholars, research assistants or associates), supplies, small equipment and travel.
- Financial support for faculty salary is allowed up to 20% FTE for each faculty member.
- 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 smaller grants toward scoping meetings to explore new research possibilities.
- There may be occasions when in-country consultants make economic sense or provide expertise (laboratory analysis facilities for example) that is not easily deployable from Stanford. These international in-country consultants or experts may be funded if there is a strong case for their involvement. Each situation will be evaluated on a case by case basis by the Selection Committee.
- Fringe benefits are calculated automatically and are based on current rates listed on the [Office or Research Administration's \(ORA\)](#) website.
- EVP research grants do not incur indirect charges (IDC) or infrastructure charges (ISC). ISC is charged to the Stanford Woods Institute.

- Enter all budget numbers in US dollars rounding up to the nearest whole dollar values, no decimal values. Please do not use the '\$' symbol in your entries, number values only.
- Enter budget numbers in the appropriate fields on the form then use the justification fields to provide further detail and explanation for each line item in the budget. Please do not enter your actual budget in the justification field at the bottom of the form.

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

- Faculty & full time regular staff salary
- Non-graduate and student salaries and wages
- Graduate student salaries
- Graduate student tuition
- Travel
- Travel destination
- Small equipment, materials and supplies, international in-country consultant
- Budget justification for each budget line item
- Clear and substantive definition of team roles in the budget justification section of the only

### ***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.