2016 Stanford Woods Institute
Realizing Environmental Innovation Program (REIP)

Priorities, Guidelines and LOI Instructions

The Stanford Woods Institute for the Environment is committed to supporting interdisciplinary research that addresses important environmental problems and leads to implemented solutions.

Specifically, the Woods Institute seeks to advance innovative solutions that private market, public policy and individual stakeholders can adopt and are of significant consequence in solving pressing environmental challenges facing people and the planet. These innovative solutions can include, but are not limited to, novel technologies, practices, approaches to behavior change, public policies or some combination.

The Realizing Environmental Innovation Program (REIP) is intended to provide next stage funding to PIs to move existing interdisciplinary environmental research projects toward adoptable solutions and implementation by external stakeholders and partners. To be considered, projects should demonstrate both significant progress in identifying solutions and strong potential for viability among important solution stakeholders.

PIs with the most competitive LOIs that strongly fit the priorities and guidelines of the program will be invited for an interview. The purpose of the interview is to answer questions about the LOI and to explore establishing an advising team and external partnerships. The research projects deemed most promising in terms of achieving environmental solutions that are also most relevant to Woods focal areas will be invited to submit a full proposal.

PROGRAM PRIORITIES

The REI Program seeks later stage projects that, similar to the Woods Institute's long-standing Environmental Venture Projects (EVP) program:

- Are high-risk, transformative and have the potential to produce solutions to major global environmental challenges;
- Build on and extend interdisciplinary collaborations among faculty; and
- Address challenges within one or more of the Woods' seven focal areas, which 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;

- Incorporate a clear strategy and pathway for moving existing research toward an implementable solution and demonstrate how additional funding will help move the project along that pathway;
- 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;
- Demonstrate that significant research progress has already been accomplished and results are promising;
- Demonstrate interest on the part of external stakeholders in the solution concepts of the project;
- Explain why the project is at a stage where outside funding is not yet available, yet make a strong case that continued advancement holds real promise for outside financial support;
- While former EVP grant winners are eligible, faculty teams need not have received an EVP grant to be eligible.
- The research committee will consider projects with budgets up $200,000 maximum over two year (approximately $100,000 per year).

LOI SUBMISSION INSTRUCTIONS

Review Process
Letters of Intent (LOI) are due Monday, January 11, 2016, 5:00 pm PST. Letters will be reviewed and those teams whose LOIs are most competitive will be invited to interview on a single day likely during the last two weeks of February. The research projects deemed most promising in terms of achieving environmental solutions that are also most relevant to Woods focal areas will be invited to submit a full proposal by March 4, 2016. Full proposals are due April 4, 2016, 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 Stanford Woods Institute Co-Director Buzz Thompson at buzzt@stanford.edu, or you may contact Program Manager Brian Sharbono at sharbono@stanford.edu. If you have technical questions or issues in submitting your LOI through the online application system, please contact Woods IT Manager Keith Iverson at kailou@stanford.edu for assistance.

Section I: Project Description

Rules to write by:

- Be concise and compelling. The REIP letter of intent 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 proposals that include all four parts will be considered for review.*

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.

Part 1 - Project Description: The proposal should describe in clear terms (minimal use of jargon) the problem to be addressed and it's importance, your research progress to date and how this informs the project objectives of this proposal, 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 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].

Which external stakeholders and partners have expressed interest in your research and which, if any, have incorporated your early findings into their actions? Please describe any continued or anticipated engagement of external stakeholders and partners during or after your project that may facilitate the transmission of your research discoveries into action to solve the major environmental challenge motivating 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 the Office of Technology and Licensing that you have engaged to explore IP and commercial possibilities. They may be relevant NGO, community groups or other organizations with capacity to adopt or implement your findings at some scale.

Part 4 –Funding: First, please list the sources of support and amounts for your research in this area to date. Explain why additional support is needed. Next, 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. Finally, explain how the additional funding will help move the project along the pathway to an implemented solution.

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 REIP 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 REIP 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, 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 projects funded by Stanford Woods Institute grants (EVP, e.g.) must be current. A new LOI will not be eligible if it includes a PI or Co-PI from a current Woods funded project team with an outstanding 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 access the application to handle budget information. 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 Finance Administrator is not considered a member of the research team.

Step 1: Provide the following information for the research administrator role 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

Funding guidelines and instructions

- The research committee will consider projects with budgets up $200,000 maximum over two year (approximately $100,000 per year).

- 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 (translation, or 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. This case should be made clearly and include a scope of work and budget. Each situation will be evaluated on a case by case basis by the Selection Committee.

- 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 Directors of the Stanford Woods Institute.

- Fringe benefits are calculated automatically and are based on current rates listed on DoResearch website at http://DoResearch.stanford.edu.

- REIP 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, no decimal values. Please do not use the '$' symbol or commas in your entries, number values only.

- Enter budget numbers in the appropriate fields on the 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. Please do not enter your actual budget in the bottom budget justification narrative field.

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

- Faculty & research staff salary
- Postdoctoral salary
- Graduate student RA-ships
- Contingent / part-time wages
- Travel
- Travel destination
- Small equipment, materials and supplies, lab supplies, computer and software license
- Professional services
- Subward(s)
- Publications
- Budget justification for each budget line item
- Clear and substantive definition of team roles in the budget justification section

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.