

2023-24 MLFTC Internal Grants: Call for Proposals

The *Office of Scholarship & Innovation* has funds available to support the scholarship and research efforts of MLFTC faculty. We will continue to support existing *Learning Futures Collaboratives* and the establishment of new ones, pending successful review of proposals. In addition, we will (as in prior years) continue supporting individual and group research/scholarship projects. More information on each of these below. Applications are due April 17th, 2023.

For any questions or queries for either of these strands please contact Clarin Collins (clarin.collins@asu.edu) or Punya Mishra (punya.mishra@asu.edu).

For existing LFC's

If you are leading an existing LFC and would like to continue for the next year, you do NOT have to write an entirely new proposal. It will be sufficient to submit an addendum to your 2022-23 proposal, which should include the following:

1. Briefly list your key achievements from the past year
2. Plans for the second year (noting any changes in goals and/or activities from the original proposal, as well as new members of the LFC)
3. Budget and budget justification (use new 2023-24 excel file)
4. Document email/written communication with MLFTC's *Research Opportunity Development and Advancement* office indicating plans and identified opportunities to submit external proposal(s) for supporting LFC work beyond the 2023-24 academic year.

1. *Learning Futures Collaboratives*

The Learning Futures Collaboratives is an initiative to support the establishment of new or existing interdisciplinary/transdisciplinary research groups of faculty and graduate students around complex issues facing education today and into the future. This is an opportunity to collaborate within and outside of MLFTC, around a future-focused, ideas-driven, high-impact research agenda. The goal is to create synergies across individual research interests and areas of expertise to tackle “big” questions in education that may not be amenable to unitary approaches or frameworks.

We anticipate supporting the Learning Futures Collaboratives through a range of incentives, including but not limited to grant money to initiate and develop the research program, logistical support around organizing and scheduling meetings, help with identifying and writing grants, mentorship from college leadership, enhanced web and social media visibility for the work and more.

Since this is a newer initiative, we are open to a range of different proposals, including but not limited to specific research projects framed around a future-focused question; or plans to develop interdisciplinary teams around a key future-focused theme (or themes) that would then lead to specific research plans, methods, publications, academic and/or professional development programs, and more. In each case, it is important to make an argument for why this issue or challenge is complex and worthy of investigation and how the team can address it in ways that go beyond the individual research interests of the participants.

Award Details: Awards can range anywhere from \$1,000, to as high as \$15,000. Proposals have to be submitted as a team and should focus on broader research or scholarly questions and issues that go beyond the individual expertise of the participants. *Note: Please tailor your budget according to your needs, not the limits of what is available.*

Evaluation Criteria for Learning Futures Collaboratives

Proposals will be evaluated by peers and college leadership for evidence of *interdisciplinary ideas and approaches which necessitate a team of researchers (e.g., articulate how your team is better equipped to address this challenge than as individuals), promise of impact* which could include things such as white papers, publications, conference proposals, grant proposals, etc. *and detailed plans for continued collaborative work beyond the initial support.* Additionally, LFCs applying for a second year of funding must include plans for seeking external funding to support the initiative.

Expected Outcomes: Apart from completing the work that is proposed, recipients will be required to do the following:

1. *White paper:* Recipients will submit a white paper on their issue, which will be published on the Learning Futures website.
2. *Final presentation/report:* Recipients will share their projects in an open research forum and submit a 2-page report on their work, detailing deliverables (see #4 of application requirements).
3. *Acknowledgement of support:* All products coming from the project are to acknowledge the support of MLFTC.
4. **For existing LFCs only:* an external proposal or plan to sustain the group beyond MLFTC funding.

LFC Application Requirements:

The application must be submitted in a *PDF file and excel budget* emailed to Clarin Collins (clarin.collins@asu.edu) no later than Monday, April 17, 2023, 12 p.m. noon MST. The application must include the following:

1. *Cover page:* with proposal title, grant type (Learning Futures Collaboratives), names of research group members, link(s) to Google Scholar Accounts, links to ASU iSearch profiles (which should have uploaded current CVs). *Note: you do not need to include your CV with the application.*
2. *Descriptive Statement:* 2 – 3 sentence statement for website, college publicity, etc. which includes your compelling question.

3. *Narrative*: Not to exceed 2,000 words, excluding references, timeline, budget, and budget justification.

Lead with the

3.1) **future-focused question** you are asking, followed by

3.2) a **compelling argument for why this issue or challenge is complex**, and 3.3) the **description of the team and why the specific combination of participants/expertise** is best suited to address the challenge in education; include

3.4a) the **feasibility of the research plan(s) and methods**,

OR, alternatively, (in lieu of the feasibility of the research plan and methods), this proposal may include

3.4b) the **plan to form a collaborative group of specific participants/expertise** best suited to address the challenge in education, which once formed, would develop a research plan and methods (i.e., the plan for meetings, outcomes and goals, etc. must be articulated).

4. Description of deliverables to be expected at the end of funding period and potential impact on the field (e.g., white paper, conference and research proposals, activities, reading groups, plans for continued work or sustainability of the group)

5. Proposed timeline – one page

6. Budget and budget justification: We anticipate awards to range anywhere from \$1,000 to as high as \$15,000. Funds can be used for: data collection, data transcription, data analysis, subject pay, materials, and funds for convenings and graduate student research support. In keeping with prior guidelines we do not anticipate supporting conference travel, computer equipment, membership dues or publishing expenses. *Submit separate excel budget template provided along with proposal.*

7. References

2. Research/Scholarship Grants

This strand supports individual or group research projects intended to have a clear, visible impact (external grant funding, publications, etc.). Grants will be evaluated by a team of peers on the following criteria: intellectual merit, feasibility, and promise of impact, including relevant external funding opportunities as a result of this research. It is required that you contact *MLFTC's Research Opportunity Development and Advancement* office to identify possible grant opportunities and describe them in the proposal. Additional evaluation weight will be placed on proposals that: come from early career faculty; that address topics related to equity; are interdisciplinary and/or collaborative in nature; and those that speak to broader impact beyond the grant period. *These grants are available to all full-time clinical or tenure-track MLFTC*

faculty; faculty who received a research grant in 2022-23 can apply as co-PI without summer funding.

These funds can be used for any research or scholarship project that is designed to have a *clear, visible impact* that expands beyond the funding period. Impact can be seen as leading to external funding, publications or influencing a community of practice. This must be described in the proposal.

These funds may be used for: travel to collect pilot data, data collection, data transcription, data analysis, subject pay, student research support, or generating background information. Funds cannot be used for conference travel, membership dues or publishing expenses. See greater detail in the Budget FAQ document.

Award Details: Awards can range anywhere from \$1,000, to as high as \$15,000. Proposals can be submitted individually, or as a team. *Note: Please tailor your budget according to your needs, not the limits of what is available.*

Awardees will receive notification prior to the end of Spring 2023 semester. Funding period aligns with the fiscal year calendar (July 1, 2023 - June 30, 2024). All funds must be expended and closed out prior to the end of June 2024.

Evaluation Criteria for Research Grants

All proposals will be reviewed by a peer group from within the college. Members of the *Office of Scholarship & Innovation* will help guide the process but will not have input on individual reviews.

All proposals will be evaluated on *intellectual merit, feasibility, and promise of impact*. Faculty should explicitly describe how their proposal is aimed at each of these areas. In addition, the following priority areas will be weighted heavier in the evaluation of proposals which:

- PI is early-career faculty
- Address equity related topics
- Collaborate both within MLFTC and across other colleges at ASU for interdisciplinary or cross-discipline teams
- Describe broader impact beyond the internal grant funding period

Required products: Apart from completing the work that is proposed, recipients will be required to do the following:

1. *Final presentation:* Recipients will share their projects and findings in an open research forum in Spring 2024 (format, date, and details to be determined).
2. *Final report:* Recipients will submit a brief report (maximum: 2 pages single-spaced) within 4 months of the conclusion of funding. This report should provide a summary of the project, documentation of impact, and a timeline for future data analysis, dissemination and grant proposals to be submitted (e.g., revisit and address conversation with Research Opportunity team which was part of the proposal application process).
3. *Acknowledgement of support:* All products coming from the project are to acknowledge the support of MLFTC.

Research/Scholarship Grant Application Requirements:

The application must be submitted in a *PDF file and excel budget* emailed to Clarin Collins (clarin.collins@asu.edu) no later than Monday, April 17, 2023, 12 p.m. noon MST. The application must include the following:

1. *Cover page* – with Proposal title, grant type (Research or Learning Community), names of PI and co-PIs (if applicable), with PI/co-PI ORCID numbers, and link(s) to PI/co-PI Google Scholar Accounts, and links to PI/co-PI ASU iSearch profiles (which should have uploaded current CVs). *Note: you do not need to include your CV with the application.*
2. *Descriptive Statement* – 2 – 3 sentence statement for website, college publicity, etc.
3. *Narrative* – A compelling argument for why this topic is important, its intellectual merit, feasibility of plan and method, and promise of impact. Not to exceed 2,000 words, excluding references, timeline, budget, and budget justification.
4. "Formal funding search" document or document of communication from Research Opportunity team
5. Proposed timeline – one page
6. Budget and budget justification – use excel budget template provided
7. References

Contact Clarin Collins (clarin.collins@asu.edu) or Punya Mishra (punya.mishra@asu.edu) with any questions.

Arizona State University, Mary Lou Fulton Teachers College		
BUDGET WORKSHEET FOR MLFTC INTERNAL SCHOLARSHIP GRANT 2023-24		

Faculty (Summer max \$2,000 each) *faculty with 12 month appointments must get Div Vice Dean approval		Amount
PI:		
Co-PI:		
Co-PI:		
Total Faculty Salary		-
Total Faculty ERE		-

Staff (Summer, max \$2,000 each)		Amount
Total Staff Salary		-
Total Staff ERE		-

GSA (paid set amount each pay period)	# of weeks	Amount per wk	Total	
John Doe	12	200	2400	Example
			-	
			-	
GSA Wages			-	
GSA ERE			-	

There are 12 weeks in the summer split between 2023/24

20 weeks in Fall and 20 weeks in Spring

Student, per hour	Amt/hr	Hours per week	# of weeks	Total	
Ethan Holmen	15.00	20	13.00	3,900.00	Example
			-	-	
			-	-	
Student Wages				-	
Student ERE				-	

TOTAL SALARY & WAGES		\$0
TOTAL ERE		\$0
TOTAL		\$0

INTERNAL ASU SERVICE CHARGES		
Risk Management		\$0
Technology Fee		\$0
<i>TOTAL INTERNAL ASU SERVICE CHARGES</i>		\$0

OTHER DIRECT COSTS		
Consultants (<=\$2500)		
Materials & Supplies		
Software		
Transcription Service		
Travel In-State		
Travel Out-of-State		
Human Subject		
Participant Costs (<=\$1000)		
Other - Please state		
Other - Please state		
Other - Please state		
TOTAL OTHER COSTS		\$0

GRAND TOTAL		\$0
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MLFTC Internal Grant Budget Frequently Asked Questions 2023-24 Grant Cycle

1. What is the timeline for spending my budget?

You have 12 months to expend your grant funds; the final written report must be submitted within four months after funds have been expended (send to Clarín.Collins@asu.edu). Budgets will be available aligning with the fiscal year calendar (July 1, 2023 - June 30, 2024). *Budget extension requests will only be considered by college leadership in extenuating circumstances.*

2. Who is eligible for summer salary support?

MLFTC faculty are eligible for summer funding; MLFTC faculty with 12-month appointments require approval from the Division Vice Dean. Affiliate and non-MLFTC faculty should inquire within their home college unit for summer salary support from.

3. What are the different kinds of student workers I can hire to support my grant?

a. Hourly student worker

- i. Hourly student workers cannot work more than 50% FTE during the Academic Year, with a rolling average of 25 hours per week.
- ii. Hourly student workers must be posted for a minimum of 3 working days, interviewed, and approved to work before beginning on a project.
- iii. Hourly student workers cannot work as a Research Assistant at the same time.
- iv. Wage placement must be in relation to type of duties performed and in consideration of other student worker wage rates in similar jobs.

Level 1: \$11.50-\$12.65 Duties routine and simple

Level 2: \$12.17-\$13.85 Duties varied moderate degree of responsibility

Level 3: \$12.42-\$16.25 Duties technical and complex high degree of responsibility

Level 4: \$14.14-\$50.00 Duties highly technical significant degree of responsibility

b. Graduate Service Assistant

- i. Graduate Service Assistants cannot work more than 50% FTE during the Academic Year (they can be hired to work over winter and summer breaks)
- ii. Graduate Services Assistants are not hired through Kenexa, but do require department approval before hiring.
- iii. Graduate Service Assistants are not hourly employees, so they do not complete time sheets.
- iv. Graduate Service Assistants cannot work as a Research Assistant at the same time.

4. How can I use grant funding to support a co-PI or someone internal to ASU (e.g., consultant)? This could be another faculty, staff or research professional within the college or university.

a. Within the Teachers College

They can receive summer pay starting the first pay period in July, as long as they have not already gone over their summer salary cap. Again, MLFTC faculty with 12-month appointment require Division Vice Dean approval.

b. Outside of the Teachers College

Faculty from outside of the Teachers College require prior approval before submitting proposal; Contact Clarin Collins (Clarin.Collins@asu.edu) to discuss.

5. How can I use grant funding to support a co-PI or someone external to ASU (e.g. contractor consultant)?

If you will be working with someone outside of ASU, please contact Lori Hammes-Dow (Lori.Hammes-Dow@asu.edu) directly. Each situation varies depending on a number of factors. Most will have to be hired as an Independent Contractor and be approved by tax services and register as a supplier in Workday.

6. How can I purchase software?

Please do not purchase any software before obtaining approval from the Business Office beforehand. This includes reimbursements. Hardware and software purchases are routed through University Technology Offices (UTO) for vetting purposes and standard time for delivery and installation is 3-4 weeks. Contact Lori Hammes-Dow (Lori.Hammes-Dow@asu.edu) to begin the process as these items need college approval before orders can be completed.

***Note: MAXQDA licenses for students cannot be purchased via internal grant funds (per MAXQDA terms and conditions)

7. Can I purchase gift cards for incentive pay?

Can I purchase gift cards for incentive pay? Or offer gift cards or cash incentives to human subjects or participants? Providing incentives and purchasing gift cards are both options; please contact Lori Hammes-Dow (Lori.Hammes-Dow@asu.edu) for the necessary forms and information before making any commitments.

8. What items/services cannot be covered by internal grant funds?

Membership fees or dues, publication charges, conference travel, scanners and printers, textbooks (if for some reason, this is critical for data collection or your research, justification must be explicit).

***Note: MAXQDA licenses for students cannot be purchased via internal grant funds (per MAXQDA terms and conditions)