

Center for the Study of Guns in Society

Arizona State University

CSGS Seed Grant Submission Guidelines

Version November 12, 2024

The CSGS Seed Grants are available to support individual and team research on guns in society. Grants amounts are up to \$10,000 and are intended to support 12 months of work. Note that PIs must be affiliated with ASU, but we encourage collaborations within ASU and across Arizona universities.

The application portal opens on November 15th, 2024 and closes on February 3, 2025. Decisions are anticipated by early April 2025. Note that the funded period runs from July 1, 2025 to June 30, 2026.

Application Components

To apply for a CSGS Seed Grant, please prepare the following and submit via the ASU InfoReady portal:

- **Project Description and Impact:** In 1500 words or less, describe what you will do, how your project will expand knowledge on guns in society, and what its broader impacts will be.
- **Budget Statement:** Create a one-page budget justification for up to \$10,000.
- **ASU Resource Statement:** In 250 words or less, describe how your project mobilizes resources, expertise, networks, and infrastructures at ASU;
- **External Funding Plan:** In 250 words or less, describe your plan for external funding, including specific target program(s), and how your proposed activities will increase your competitiveness.
- **Project Timeline:** Create a one-page, month-by-month timeline of the project.
- **CV:** Please include a two-page CV for each project participant. If you have multiple project participants, please include all CVs in one file.
- **Bibliography:** Please provide a one-page project bibliography.

Eligibility

Applications are welcome from ASU-affiliated PIs with any level of tenure (including tenure-track faculty) or other faculty eligible for research release. Note that postdocs, advanced graduate students, and teaching faculty may be part of project teams but may not serve as PIs.

Allowable Expenses

- Honoraria and travel for external consultants/visiting scholars

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- Travel, including (but not limited to) travel for fieldwork, archival work, or conference presentation pertaining to the grant project
- Hiring of a Faculty Associate for PI course release (the PI's unit director must state in writing that course release will be granted through FA hire)
- Research materials and supplies (but not equipment, e.g. computers, laptops, phones)
- Student research assistance
- Expenses related to data collection (such as participant compensation)
- Support for a conference or other public event (PIs are encouraged to seek matching funds from other units)

Unallowable Expenses

See below for frequently requested unallowable expenses; novel requests may be declined according to ASU policy.

- Alcohol
- Capital expenses (laptops, desktop computers, phones, etc.)

Required Fees

ASU awards entail the following mandatory fees, all of which are included in the budget table:

- ASC ('Administrative Service Charge'): a charge of 8.5% will be assessed to all budget items. This amount is to be included in the total of your award, not added on top of it: so, for example, an award with a bottom line of \$9,000 contains \$8,295 in direct costs and \$705 in ASC.
- ERE ('Employee Related Expenses', aka fringe benefits): these rates vary according to personnel category and change every year. The budget table in the application form reflects the current rates for hourly student workers. Note that this figure also includes the Risk Management (1.10%) and University Technology Assessment (2.25%) fees, per university policy.

Terms and Conditions

- Seed Grant recipients agree to pursue external funding, with their first external application submitted no later than one year after the end date of their award. Recipients must include the CSGS as a 'Center' in REC and RID allocations on relevant ASU forms when they apply for external funding.
- Recipients will agree to include a nominal amount of REC allocation to the CSGS (1%) for tracking purposes for all grants related to their CSGS-funded research. RID allocations will also be set at 1%.

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- Seed Grant recipients must arrange their own logistics (refreshments, written materials, invitations, streaming, zoom setups, etc.).
- Extensions may be granted upon written request for special or unusual circumstances. Otherwise, unspent funds will return to CSGS.
- Changes to the budget of greater than 10% will require approval from the CSGS director.
- CSGS must be acknowledged/credited in all relevant external funding applications, publicity (e.g., ASU Now, newspapers, etc.) and on publications, internal forms, and other activities supported by the Seed Grant award.
- Seed Grant recipients will receive a full set of terms and conditions in their award letter. At the time of award, we ask recipients to carefully review these terms and to indicate their adherence to them by signing their award letter. Funds will only become available upon receipt of the signed award letter.