CREATIVITY AND INNOVATION DISTRICT
CALL FOR SPACE

Submission Due Date: March 12, 2018 (5:00pm EST)

SUMMARY:

The Institute for Creativity, Arts and Technology (ICAT) invites applications to request shared, collaborative space in support of interdisciplinary teaming and student experience.

The Institute for Creativity, Arts and Technology (ICAT) is a university-level research institute positioned at the nexus of arts, design, engineering, and science and is the administrative home of the C+I SGA. Through its current facilities, largely located in the Moss Arts Center, and through its current programs, ICAT provides a transdisciplinary living lab that is tightly integrated with the educational, commercial, and arts communities.

Aligned with the current master plan effort, the physical embodiment of this SGA is the Creativity and Innovation District (CID). The CID is strategically located between the Alumni Mall, Kent Street and downtown Blacksburg and includes buildings such as the Media Building, the Library, the Moss Arts Center, Squires, and the SOVA Armory.

Proposals are sought from faculty to teach C+I based classes and/or conduct C+I research in shared use spaces within the Media Arts Building and the Moss Arts Center. Preference will be given to proposals that combine both teaching and research in creativity and innovation.

ELIGIBLE INVESTIGATORS:

All faculty members at Virginia Tech are invited to submit an application for space.

SPACE INFORMATION:

Space is allocated for a semester or for an academic year. Extending the time to use the space beyond a year may be possible but is contingent upon meeting project goals and timeline.

If you are submitting a proposal for a major SEAD grant, you do not need to complete this as a separate proposal for space. Please include space needs with your SEAD grant proposal.

Participants selected will furnish equipment unless otherwise stated as a need and request in their proposal.
Space use must adhere to university policies and procedures. Faculty are responsible for students designated to use approved space.

RESEARCH AREAS:

Proposals should involve two or more of the following areas represented by the Institute and SGA:

- Innovation
- Visual arts
- Creative writing
- Architecture
- Industrial design
- Performing arts
- Education
- Engineering
- Human sciences
- Humanities
- Social sciences
- Technology
- Entrepreneurship
- Computer science

SPACE AVAILABILITY:

Classroom Space

Media Building: Room 104

- Equipped with moveable tables, chairs, and an LCD display
- Maximum course capacity is 20
- Set up as a photography studio

Learning Studio: Room 253, Moss Arts Center

- Equipped with moveable tables, chairs, and whiteboards.
- Maximum course capacity is 40

Classes must be transdisciplinary and must be open to students in at least two colleges. Classes must also adhere to the university timetable for scheduling. Preference will be given to those classes who align most closely with the SGA mission.

Project Space

Media Building: Rooms 205 or 206

Experience A/B Studio: Room 161, Moss Arts Center
Perform Studio: Room 159, Moss Arts Center
Create Studio: Room 158, Moss Arts Center

Collaborative Office Space

Media Building - Please visit http://icat.vt.edu/studios/ for photos.

SUBMISSION PROCESS:

After you have entered your team data in the Google form, email a PDF copy of your submission including cover page with all necessary signatures to Holly Williams at hmccall@vt.edu by 5:00pm on March 12, 2018.

Please address each section in your proposal using Times New Roman 12 pt. font. Proposals should be limited to 5 pages including images. Proposals received without cover sheet signatures will not be considered.

SUBMISSION GUIDELINES:

Step 1: Google Form: https://goo.gl/forms/BPeUbRN4NzfrI3mi2

Complete team information

- PI Name, Email, Home Department;
- Course or Project Name:
- Names of any additional team members needing access to the space
- Type of proposal - class, project space, collaborative office space
- Equipment budget request (if applicable)
- Items/equipment that would be brought into the space

Step 2: Proposal Document (PDF submission to Holly Williams at hmccall@vt.edu):

Statement of Need/Project Description

- Listing of research areas involved (see first page)
- Statement of innovation
- Linkage to C+I mission and goals
- Vision of how this will impact C+I and ICAT
- Where project work will happen and if technical resources from ICAT are needed

Methods and Strategies

- Describe the activities that will be conducted as part of your project or research
Goals and Objectives

Describe the overall outcome your project or research aims to achieve
Describe project outputs
Describe plans for future funding, exhibition, etc.

Plan for Evaluating Project Success

Describe how you will determine if your project has been successful

Timeline

Timeline should begin after July 1, 2018 and end by June 1, 2019.

Funds: No funds will be transferred.

Equipment: ICAT will have first option on the disposition of ownership of all material, supplies, and equipment. Equipment not owned or maintained by ICAT will be returned to the project PI with the understanding that ICAT will have access to said equipment pending request and availability.

Reporting: Reports will be due at the end of both semesters.

ICAT Engagement: Representatives from each project are expected to participate in outreach and engagement, including giving an ICAT Playdate presentation to showcase the project as well as participation in the upcoming ICAT Creativity and Innovation Day in the year the project is funded. Projects may also be considered for display during ICAT’s Open (at the) Source exhibition each spring, Virginia Tech Science Festival, Science Museum of Western Virginia, school tours, and kindergarten-to-college, as feasible and appropriate.

Resources: It is expected that the investigators have all resources necessary (space, equipment, etc.) to complete their project with the exception of the items and personnel requested in the proposal.

University policy: All university policies and procedure must be observed.

Logo: The official Virginia Tech/ICAT logo can be provided upon request.

Sample Credit Lines: The [title of project] has been made possible in part by a grant from Virginia Tech’s Institute for Creativity, Arts, and Technology.

Publications: Please include the following language on any publications or publicity/marketing materials (VT news releases, etc.) stemming from ICAT funded research: “This work has been partially supported by a grant from the Virginia Tech Institute for Creativity, Art, and Technology.”

Printed Materials: Printed acknowledgments and publicity materials are expected to carry the Virginia Tech/ICAT logo. The name of the institute in the logo must be legible and no smaller than 5 points. If the logo is not appropriate for the design, the credit line may be substituted in an
Films and Videos: An acknowledgment of support must be included at the beginning and end of each funded program and in all non-broadcast materials related to the project, including any elements of production re-purposed for distribution as digital media. The ICAT credit for film and television programs must be at least ten seconds long. ICAT is to be acknowledged in videos funded as part of an exhibition or other public programs, as well as in films broadcast on television. If the filmmaker intends to vary the design of the credits, ICAT must approve the new format that is created.

Audio and Radio Materials: An acknowledgment of support must be contained at the beginning and end of each program and in all non-broadcast materials related to the project. ICAT should be credited for radio programs, and for recorded audio tours of exhibitions.

Exhibitions/Workshops: The acknowledgment of support, the Virginia Tech/ICAT logo and the disclaimer language should appear on signage at the entrance to the exhibition or workshop, on brochures and catalogs, and on exhibition or workshop video materials and websites. These requirements apply to the host site for the exhibition or workshop and to all participating venues. It is the grantee’s responsibility to convey this requirement to all venues as part of the contract.

Digital Projects: When possible, hyperlinks must be made between the project and the ICAT website (www.icat.vt.edu). All digital projects (including games and apps) released via a third party are also expected to include an acknowledgment of ICAT support in the promotional description of the project (for example: in the ‘Description’ section of the Google Play or iTunes stores). Additionally, all digital projects must incorporate the following ICAT-specific keywords: Virginia Tech; Institute for Creativity, Arts, and Technology; ICAT

Websites: Hyperlinks must connect the project’s website and that of the ICAT website (www.icat.vt.edu).

Public Events: At programs or public gatherings related to the project, ICAT must be acknowledged orally as sponsor. Signage at the event must acknowledge ICAT support.

Promotion and Advertising: The design for all print, promotion, and advertising related to the project must be submitted to the director of marketing and communication for approval prior to implementation. All promotion must include the acknowledgment of ICAT support and the ICAT logo; the credit line should be used whenever possible. This includes publicity campaign materials, publications, advertisements, press kits, press releases, wall panels, educational programs, special events, and receptions. Unless there is an agreement with the ICAT Director to the contrary, all press releases and media pitching will be carried out by ICAT’s marketing office. The official spokesperson for ICAT is Director Ben Knapp.

Print and Electronic Use: Summaries, along with images, clips, screen shots, or the like of all ICAT-funded projects must be made available to ICAT for use in its publications and on its website.
REVIEW CRITERIA:

The proposals will be reviewed by the Institute Director, SGA Program Manager, other SGA Stakeholders and then evaluated based on the following criteria:

- Intellectual merit and innovation;
- Interdisciplinary nature of the team
- Correlation to the mission of ICAT and its studios;
- Broader impact of the project;
- Potential channels to advance the proposed research
- Timeline
- Clear outcome and deliverables
- Alignment with project categories and/or themes

After the proposals are reviewed, a member of the proposal team may be asked to make a brief presentation to the review committee.

Space awards will be announced by April 13, 2018.