



INSTITUTE FOR CREATIVITY,  
ARTS, AND TECHNOLOGY  
VIRGINIA TECH.

## ICAT MINI SEAD GRANTS

SUBMISSION DUE DATE: MONTHLY ROLLING – THE LAST DAY OF EACH MONTH (5:00PM EST)

### SUMMARY:

The Institute for Creativity, Arts, and Technology (ICAT) invites applications for projects that are creative, innovative, and show a strong potential for contribution toward the goals of ICAT and partnering units. These funds can be used to pursue a range of transdisciplinary activities including creative projects, pilot studies, feasibility studies, or preliminary research. It is expected that the projects funded by the SEAD grants will help catalyze larger projects (with possibilities for future funding), long term initiatives, or one-time events, performances, and exhibitions that are visible at the national level.

### SPACE AND SUPPORT:

In some instances, ICAT can provide workspace in support of SEAD projects for the duration of the project award year. This will be somewhere within the Creativity and Innovation District on an as needed basis and when available.

As part of your proposal please indicate if you are requesting:

Assistance from ICAT staff: A team of ICAT specialists are available to become project team members for approved projects. ICAT specialists are available to support projects using various facets of the Cube including spatialized sound, immersive environment, visualization, and motion capture.

ICAT Studios: ICAT is also home to a number of unique spaces and studios on campus that may be utilized for ICAT SEAD grant projects. For information about ICAT studios please visit <http://icat.vt.edu/studios/>. Please include requests for these spaces as part of your proposal document.

### ELIGIBLE INVESTIGATORS:

All faculty members at Virginia Tech are invited to submit an application and lead a project team.

In keeping with Virginia Tech's Principles of Community (<http://www.inclusive.vt.edu/>), ICAT recognizes the critical importance of diverse teams of scholars. ICAT seeks to diversify its research teams along multiple dimensions. ICAT is dedicated to InclusiveVT – serving in the spirit of community, diversity, and excellence to create a community that nurtures learning and growth for all of its members.

## FUNDING INFORMATION:

Funds will be awarded to PI's home department unless otherwise authorized by ICAT. All project expenses must be posted to Banner within 30 days of the project's end date.

Unspent funds must be transferred back to ICAT within 45 days of the project's end date.

Funds will not be awarded for conference travel, food, outside artist fees, or honorariums.

Funds can be used to buy out faculty time during the academic year or summer pending home department approval.

Funds may be used for equipment, software, materials, student wages.

## RESEARCH AREAS:

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

- Visual arts
- Architecture
- Life sciences/Agriculture
- Earth sciences
- Physical sciences
- Industrial design
- Performing arts
- Education
- Engineering
- Human sciences
- Humanities
- Social sciences
- Technology
- Computer science

## GRANTS AVAILABLE:

### ***Mini Grant - up to \$3,000***

PI must be a Virginia Tech faculty

Project teams must include one or more disciplines from two or more colleges

## SUBMISSION PROCESS:

Please complete the Google form:

[https://docs.google.com/forms/d/e/1FAIpQLSfcFacv2RYgcGk0n5y5U-\\_8HyjNN9BqDqxirZQizrW77fPIJQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfcFacv2RYgcGk0n5y5U-_8HyjNN9BqDqxirZQizrW77fPIJQ/viewform)

## EXPECTATIONS OF FUNDED PROJECTS:

**Funds:** ICAT will transfer funds to the principal investigator's home department E&G fund upon acceptance of project. Any unspent funds should be returned to ICAT by May 15, 2019. Please have your departmental fiscal representative contact Lisa Jansen, Senior Grants and Contracts Manager, at [ljansen@vt.edu](mailto:ljansen@vt.edu) or 231-1563.

**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:** Project updates should be submitted to ICAT once a month during the project's duration. A final 2-3 page report will be submitted to ICAT no more than 30 days after project completion that describes project outcomes and how the funds were expended. A final report template will be provided by ICAT for completion and will be submitted to Lisa Jansen at [ljansen@vt.edu](mailto:ljansen@vt.edu).

**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 procedures 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 appropriate type size. For large posters, etc., the point size should be correspondingly larger.

**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](http://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](http://www.icat.vt.edu)).

**Public Events:** At programs or public gatherings related to the project, ICAT must be acknowledged orally as a 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.