INSTITUTE FOR CREATIVITY, ARTS, AND TECHNOLOGY
RESEARCH LEAVE SUPPLEMENT

Request for Proposals: Extensions of Research Leave
Submission Due Date: November 30, 2018 (5:00pm EST)

SUMMARY:

The Institute for Creativity, Arts, and Technology (ICAT) invites applications to supplement planned research leave of faculty by providing semester matching funds of home departments. ICAT seeks proposals from faculty 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 support research leave for faculty pursuing a range of transdisciplinary activities including creative projects, pilot studies, feasibility studies, or preliminary research. It is expected that the research leave funded by ICAT will help ICAT to advance its mission of collaborative research and education at the nexus of science, engineering, art, and design. Usually this will be in the form of research study leave but other forms of support of transdisciplinary activities may be funded.

ELIGIBLE INVESTIGATORS:

Tenured faculty members, or faculty members on continued appointment, with the rank of assistant professor or higher, holding full-time faculty appointments and having accrued a minimum of six years of service, are eligible to request research leave from their home departments in accordance with university faculty policies.

ICAT seeks to diversify affiliated faculty 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 for Fall 2019 or Spring 2020.
Funds will be transferred to the recipient’s home department to administer.

AREAS OF ICAT RESEARCH INTEREST:

Areas of expertise that ICAT is looking to expand include but are not limited to:

Design
Anthropology
SUBMISSION PROCESS:

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 November 30, 2018.

SUBMISSION GUIDELINES:

Proposal Document (PDF submission to Holly Williams at hmccall@vt.edu): Please address each section in your proposal using Times New Roman 12 pt. font. Proposal should be limited to 5 pages, including images.

Complete team information

Faculty Name, Email, Home Department

Budget and Budget Justification

Copy of application letter to the provost’s office including detailed description of the proposed leave or other scholarly project, location of activity, and relevance of the activity in contributing to the faculty member’s own scholarly research program

Statement of Need/Project Description

Listing of research areas involved (see first page)
Statement of innovation
Linkage to ICAT mission and goals
Vision of how work will impact 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

Goals and Objectives

Describe the overall outcome your project 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
Describe anticipated outcomes and deliverables

Timeline

Timeline should begin with fall academic semester 2019 or spring academic semester 2020.

EXPECTATIONS OF FUNDED LEAVE:

**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, 2020. Please have your departmental fiscal representative contact Lisa Jansen, Senior Grants and Contracts Manager, at 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.

**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.

**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.

**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 Founding 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, Associate Director, and ICAT Senior Fellows, and then evaluated based on the following criteria:

- Intellectual merit and innovation
- Interdisciplinary nature of the faculty’s work
- Correlation to the mission of ICAT
- Broader impact of the research
- Potential channels to advance the proposed research
- Timeline
- Clear outcome and deliverables

After the proposals are reviewed, the applicant may be asked to make a brief presentation to the review committee.

Awards will be announced by January 19, 2019.