Morrison Neely Foundation Food & Agriculture Sustainability Research Grant

**Deadlines**

Application deadline date: Tuesday February 10, 2020

Complete all sections of this application and email to: sustainabilityscholarships@asu.edu. Please submit the application from your ASU email address. Incomplete applications will not be considered.

Submit any questions to: sustainabilityscholarships@asu.edu

**Purpose**

The Neely Foundation Food and Agriculture Sustainability Research Grants Program offers funding for ASU sustainability student-proposed research and applied projects designed to support and advance food and agricultural system sustainability. Project awards typically range from $1,000 to $4,000 and can cover any aspect of food and agriculture sustainability.

**Eligibility and Eligible Expenses**

1. Applicants must be regularly admitted full-time graduate or undergraduate sustainability students in the online or campus based BA, BS, MA, MS, MSL, EMSL, MSUS, or PhD program who are in good standing. Undergraduate sustainability students must be engaged in a capstone-type project or Honors thesis work. Graduate students must be engaged in thesis or culminating experience work. Projects that require IRB (Institutional Review Board) approval cannot begin without prior approval.

2. There are a number of purchasing policies that will be considered when reviewing a student’s request. Rather than list all approved types of expenses here, please make a request for what your needs are and additional information will be provided when a decision is made. Students should not assume that their purchases will be approved and should understand that some items are eligible for reimbursement only (not prepayment). **ASU Tuition and fees are not an approved expense.** Please view the university travel policy for details related to acceptable travel-related expenses: [http://www.asu.edu/aad/manuals/fin/fin501.html](http://www.asu.edu/aad/manuals/fin/fin501.html). All reimbursable items must comply with ASU policy.

3. International Travel: Travel to countries with a U. S. State Department Travel Advisory Level of 3 (“reconsider travel”) will require advance reviews and additional approvals for travel, travel to countries with a Travel Advisory Level of 4 (“do not travel”) will not be considered. International travelers are required to register with [www.asu.edu/travelsafely](http://www.asu.edu/travelsafely) and purchase travel insurance (see budget). All travel requests must be submitted a minimum of 6 weeks in advance. International lodging with Airbnb accommodation will not be approved.

4. Commonly requested budget items have included: research materials, airfare, travel insurance, meals, lodging, local transportation.

5. If awarded, funds must be spent consistently with the budgeted line items of the approved proposal and action plan. Any deviations from the original budget must be approved in advance of the project commencing. Requests for approval to travel must be submitted at least six weeks prior to the anticipated departure date and must be routed through the MyASU TRIP online system. It’s strongly suggested the applicant carefully consider the research budget during the application stage.
**Project time frame**

Project related expenses should be incurred during summer/fall 2020.

A 1-2 page status report is due to the selection committee August 2020, and a final report (no more than 5 pages) in December 2020. Due dates will be communicated with award notification.

**Expense Tracking**

Keep all original, itemized receipts and relevant documentation. You will need to submit appropriate documentation for expenses that are approved.

Receipts must be submitted within five days of the expense.

**Application Process**

1. Complete the Application Form and Budget. Sign Application Form.
2. Obtain a faculty mentor, complete Faculty Mentor Form.
3. Completed applications must be submitted by the date specified above. Completed applications include: Application Form, Budget, Faculty Mentor Form.
4. Applications will be reviewed by the grant program committee and decisions will be emailed to applicants within a few weeks.

**Additional Expectations**

If selected for this grant, we will provide a copy of the Terms of Agreement outlining any additional expectations.

Additional expectations may include, but are not limited to: participation at a School of Sustainability Scholarship & Grant Awards banquet, a brief video interview which may be featured on an ASU-hosted website, providing biography information for website or promotional materials, providing a final written report to be featured on SustainabilityConnect ([https://sustainabilityconnect.asu.edu](https://sustainabilityconnect.asu.edu))
Morrison Neely Foundation Food & Agriculture Sustainability Research Grant

Name (Last, First, Middle Initial) | ASU Identification Number
---|---

ASU Email | Daytime Phone

Degree Program | Estimated Graduation (Term and Year)

Faculty Mentor (Name, Title, Department):

Amount of Funding Requested (maximum award amount not to exceed $4,000)

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Project Details

**Project Title**

Provide the title of your sustainability research or applied project.

**Project Overview**

Provide a brief, one or two sentence overview of your sustainability research or applied project.

**Timeframe**

Please list the specific dates related to this project (start and end) **AND** indicate location of event/ travel destination (if applicable). List date in MM/DD/YYYY – MM/DD/YYYY format. Please include dates of status update and final reports (see above).

**Proposal Narrative**

Identify the primary food system/agricultural sustainability issue or problem that your project/research is addressing, and show how your proposed activities that will be funded in this fellowship will help you address the problem. Set your work in the context of others (e.g., the literature) and/or contemporary conditions, challenges, events, or policies. Illustrate how the grant will help you further your professional...
objectives and will also address a key food system/sustainability concern. Identify any contacts that you have made in the field area that will help you achieve your objectives. You may attach a letter or other information to document contacts.

Please attach in a separate document.

**Relevant Coursework**

List courses that you have taken that are relevant to sustainability and/or methodological approaches that will be employed in project/research.

**Other Sources of Funding**

Please list any other applications for funding either pending or funded that will support this project. Note the organization, contact person, the name of the fellowship/grant program, amount requested, and expected date of notification. (examples: GPSA, any other funding from ASU)

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**Travel Details**

If this proposal includes a request for travel support, please complete the following section. If no travel funds are requested, check the box and skip to Budget Request

No funds are requested to support international or domestic travel.

**Travel overview:**

Provide a brief overview of your travel plans related to this funding proposal. How/why was this destination selected?

**Destination overview:**

Which city/state/countries will you be travelling to?

For international travel, review the [U. S. Department of State Travel Advisory](https://travel.state.gov) page. What is the travel advisory level for the country you are travelling to?

1 Exercise Normal Precautions
2 Exercise Increased Precautions
3 Reconsider Travel
4 Do Not Travel
For ratings of 2-4, what are the Risk Indicators associated with the rating?

I understand that regardless of travel advisory level, it is recommended for U.S. citizens to enroll in the Smart Traveler Enrollment Program (STEP). The STEP program allows travelers to receive information from the U.S. Embassy about safety conditions and helps the Embassy contact the traveler in case of an emergency.

**Timeframe for travel**

Please list the proposed dates for travel. Please include:
Departure date, arrival at destination 1, depart from destination 1, arrive in destination 2, etc.

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**Budget Request**

**Note:** Tuition or program fees are not acceptable expenses.
The following items are considered personal expenses and are unallowable for reimbursement: Airline for VIP club membership dues or one-day admission fees, child care, pet care, lawn, pool or home care, over-the-counter medications or prescriptions, forgotten toiletries, barbers/hairdressers, new clothing, shoe shines, excess luggage not related to ASU business, health club fees_saunas_massages_spa visits, magazines, newspapers/personal reading materials, snacks, medical expenses while travelling, expenses of a spouse, family member, or other person accompanying the university traveler, expenses related to personal days taken before, during, or after the business portion of the trip, entertainment, “no show” charges for hotel or car service, loss or theft of funds, airline tickets, property or baggage.


Expenses listed below are assumed to apply only to the Neely Grant awardee. If funds are requested to cover expenses of others supporting the project (research assistants, etc) be explicit in the budget request.

<table>
<thead>
<tr>
<th>Please itemize all projected expenses in detail. Categories below are provided for your convenience, but may not apply to your particular project. Add any additional categories needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Airfare (from/to):</strong> $</td>
</tr>
<tr>
<td><strong>International emergency insurance (required by ASU if traveling internationally. Estimate $3 per day, add a day before and after travel):</strong> $</td>
</tr>
<tr>
<td><strong>In country travel (specify bus, train, subway, taxi, personal vehicle, etc):</strong> $</td>
</tr>
<tr>
<td><strong>Domestic airfare (from/to):</strong></td>
</tr>
<tr>
<td><strong>Domestic local travel (specify bus, train, subway, taxi, personal vehicle, rental car):</strong> $</td>
</tr>
</tbody>
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Updated 10/15/19
<table>
<thead>
<tr>
<th>Other Travel:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals per diem</td>
<td>$</td>
</tr>
<tr>
<td>Reference: <a href="https://www.asu.edu/fs/travel/per-diem-rates.pdf">https://www.asu.edu/fs/travel/per-diem-rates.pdf</a></td>
<td></td>
</tr>
<tr>
<td>Lodging (hotel, hostel, homestay, other):</td>
<td>$</td>
</tr>
<tr>
<td>Research materials (software, gps, etc):</td>
<td>$</td>
</tr>
<tr>
<td>Printing:</td>
<td>$</td>
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<tr>
<td>Communications (phone, internet, cyber café, etc):</td>
<td>$</td>
</tr>
<tr>
<td>Travel Expense Reports (Each travel request is charged $10.35 to the account on the trip request. If you are requesting funds related to travel, you must include this expense in your budget)</td>
<td>$10.35</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$</td>
</tr>
</tbody>
</table>

**Explanation of Budget Request** – Please add any additional details you feel are important to note about the estimated expenses above.

**Applicant’s Signature**

The signature below indicates that the information on this application is true and accurate to the best of my knowledge, and that I give my consent for ASU to release academic, financial and/or other information to the School of Sustainability for the purpose of selecting awardees. If submitting this application electronically please type your name and send the application from your ASU email address (we will consider this to be your electronic signature).
Applicant’s Signature__________________________________________________Date_____________________

Email from ASU email address is acceptable in place of physical signature on the form.
Morrison Neely Foundation Food & Agriculture Sustainability Research Grant Program
Mentor Commitment Form

We appreciate your commitment to serve as a mentor to Arizona State University students applying for the Morrison Neely Foundation Grant Program. Mentors play an integral role in helping students design a project, stay on track with the project goals, track expenses, and achieve deliverables.

Mentors are encouraged to provide guidance as students draft their proposals and develop their ideas. Mentors will support students over the course of the project if they receive the Morrison Neely Research grant.

As a mentor, you agree to:

☐ Make yourself available to your student as they develop their project and assist them with budget development, if needed.
☐ Communicate with the student at least once per month to review progress on project implementation for the duration of the project. Monthly meetings should commence upon notification of funding. Communications may occur via email, phone or in person visits. Student is expected to initiate and schedule meetings with mentor.
☐ Alert the student to other funding sources and/or other resources that may assist with design and implementation.

As a mentor, if your student does not win a Morrison Neely Foundation Grant award you agree to:

☐ Review the student’s application.
☐ Offer suggestions about how the student might improve his/her project proposal.
☐ Alert the student to other funding sources and/or other resources that may assist with design and implementation.

Faculty Mentor’s Name and Title

By signing this agreement letter, you have affirmed that you have read and understand the role of a faculty mentor and that you are willing to serve as a mentor to the Morrison Neely Foundation Grant Program applicant named below.

If you have any questions regarding the information presented in this document, please contact Caroline Savalle (caroline.savalle@asu.edu)

Faculty Mentor’s Signature______________________________________________Date_____________________

Email from the faculty member’s ASU email address is acceptable in place of physical signature on the form.

Applicant’s Signature

By signing this agreement letter, you have affirmed that you have read and understand the role of a faculty mentor. If awarded the Morrison Neely Foundation Grant, you agree to set up regular meetings with your faculty mentor.

If submitting this application electronically please type your name and send the application from your ASU email address (we will consider this to be your electronic signature).

Applicant’s Signature__________________________________________________Date_____________________

Email from ASU email address is acceptable in place of physical signature on the form.