ASU School of
Sustainability
Arizona State University

General Grant Application

Purpose

The School of Sustainability supports requests from School of Sustainability students for grants to support approved costs associated with carrying out sustainability capstone-type or culminating experience-type research or applied projects. Various funding sources will be considered for students who apply. However, the application process is competitive, funds are limited, and not all who apply will receive funding.

Deadline

Application deadline: Saturday, March 1, 2025

Students can use this application to apply for funds for Summer 2025, Fall 2025, and Spring 2026.

Questions can also be directed to sustainabilityscholarships@asu.edu.

Application Process

Applying is a multi-step process. Please follow the process outlined below.

1. Complete all sections of the General Grant Application electronically.
2. Meet with your faculty mentor to review your application and make adjustments as necessary.
3. Email the application to your faculty mentor and ask them to complete the recommendation section electronically and return the Word document back to you. Or, you can print the application have them write in their recommendation, and you can scan the complete application.
4. Email the complete application to sustainabilityscholarships@asu.edu and copy your faculty mentor.

Complete applications will be reviewed and decisions will be e-mailed to applicants.

Eligibility and Eligible Expenses

Eligible Students: This application is available to students who are:
*   Enrolled in a degree program offered through the School of Sustainability;
*   Juniors or seniors in an undergraduate program or are graduate students;
*   In good standing; and are
*   Enrolled in the upcoming summer and/or full-time for next academic year. A special exception can be provided if the student does not need to enroll full-time in order to graduate. Students must be engaged in a capstone-type project, honors thesis work, or research connected with a scientific paper, master's thesis, or doctoral dissertation. Projects that require IRB (Institutional Review Board) approval cannot begin without prior approval.

Students must also have a faculty mentor overseeing their research or project.

Eligible Expenses: 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, students should make a request for what their needs are and additional information will be provided when a decision is made. Commonly requested budget items have included: research materials, airfare, travel insurance, meals, lodging, and local transportation. Students should not assume that their purchases will be approved and should understand that some items are eligible for reimbursement only (not prepayment). For example, ASU Tuition and fees are <u>not</u> an approved expense.

Travel Expenses: Please view the university travel policy for details related to acceptable travel-related expenses: http://www.asu.edu/aad/manuals/fin/fin501.html. All reimbursable items must comply with ASU policy. 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 and purchase travel insurance (this is a line item in the budget). All travel requests must be submitted a minimum of 6 weeks in advance. International lodging with Airbnb accommodation will <u>not</u> be approved.

Changes to Approved Budget: 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. It's strongly suggested that students do their research on expenses ahead of time during the application stage, since changes can result in delays.

If Awarded

Students who receive a grant will receive an award letter and will also be provided terms of agreement that will outline any expectations for the particular grant that was awarded. Acknowledgment of the terms of agreement must be received before the student will be permitted to use funds that have been awarded.

Additional expectations may include, but are not limited to: participation at a School of Sustainability awards event, a brief written interview which may be featured on an ASU-hosted website, providing biography information for website or promotional materials, and providing a final written report to be featured on SustainabilityConnect (https://sustainabilityconnect.asu.edu).

Awardees will also be connected with the School's designated staff to complete any paperwork that may be necessary for the type of expenses that will be made.

Funds must be used within the time period awarded. If funds are not used during the time period awarded, the student will have to reapply and be subject to review and approval again.

Expense Tracking

Awardees should keep all original, itemized receipts and relevant documentation. Students will need to submit appropriate receipts and documentation for expenses that are approved within five days of the expense.

Final Report

A 1-2 page status report is due to the selection committee within 2 weeks of incurring expenses and a final report (no more than 5 pages) within 2 weeks of completing the phase of the research or project the funds were used for. Due dates will be communicated with award notification.

General Grant Application

Name (Last, First, Middle Initial)	ASU Identification Number
ASU Email	Daytime Phone
Degree Program	Estimated Graduation (Term and Year)
Amount Requesting from the School of Sustainability $	

Project Overview: Provide a brief, one sentence title for your sustainability research or applied project.

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

Project Timeframe: List the specific dates related to this request, when expenses will be made (start and end) AND indicate location of event/ travel destination. List date in MM/DD/YYYY – MM/DD/YYYY format.

IRB Approval: Does your project require IRB (Institutional Review Board) approval? If so, what is the status of that approval?

Reporting: Please indicate the dates by which you can provide these reports in MM/DD/YYYY format

Status Report (1-2 pages due within 2 weeks of incurring expenses):
Final Report (no more than 5 pages within 2 weeks of completing the phase of research the funds were used for):

Proposal Narrative: In a few paragraphs, identify the primary sustainability challenge your project/research is addressing and share how your proposed activities that will be funded by this grant will help you address the challenge. 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 sustainability concern. Identify any contacts that you have made in the field area who will help you achieve your

objectives.

Relevant Coursework: List courses that you have taken that are directly relevant to the sustainability challenge you are addressing and/or methodological approaches that will be employed in the 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).

Budget Request

International Travel

If your request includes funds for international travel related expenses, please complete the following section.

International Travel Overview – Please provide a brief overview of your travel plans related to this funding proposal. Which city, state, and countries will you be traveling to and how was this destination selected?
Check for Travel Advisory – For international travel, review the U.S. Department of State Travel Advisory page. What is the travel advisory level for the country you are traveling to?   ☐ **1: Exercise Normal Precautions**   ☐ **2: Exercise Increased Precautions**   ☐ **3: Reconsider Travel** *(requires additional approvals)*   ☐ **4: Do Not Travel** *(will not be considered)*   **For ratings 2 – 4, what are the Risk Indicators associated with the rating?**   **Note: Advisory levels can change quickly. Please check the status before you leave to see if there has been a change. If there has been a change, this could impact your funding and travel plans.**
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. Please check this box to acknowledge that you understand. ☐

Travel Requests

If your request includes funds for travel related expenses, please carefully review the policies below and complete the following section.

Please review the university travel policy for details related to acceptable travel-related expenses: http://www.asu.edu/aad/manuals/fin/fin501.html. Additional information can also be found on ASU's Travel page.

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.

Supplies, Services, and Materials Requests

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).

Please itemize all projected travel and research or project expenses being requested in detail:

Categories below are provided for your convenience, but may not apply to your particular project. Add any additional categories needed.

Expenses listed below are assumed to apply only to the awardee of this grant. If funds are requested to cover expenses of others supporting the research or project, please be explicit in the budget request.

Conference Registration	
	$
Airfare (Specify route):	
	$
Travel Expense Report (All travelers are charged $10.35 for using ASU's designated travel system – include this in your budget if you have travel expenses.)	
	$
International Emergency Insurance (Required by ASU if traveling internationally. Estimate $3 per day, add a day before and after travel. More Information.)	
	$
Ground Transportation (Specify bus, train, subway, taxi, personal vehicle, rental car, etc.)	
	$
Lodging (Reference domestic, international, or Alaska, Hawaii, US Territories per diem rates. Airbnb is not permitted lodging in international locations).	
	$
Meals (Reference domestic, international, or Alaska, Hawaii, US Territories per diem rates.)	
	$
Communications (Specify phone, internet, or other communication expenses.)	
	$
Equipment, Materials, or Supplies	
	$
Printing	
	$
Services	
	$
Other	
	$
Other	
	$
Total Estimated Expenses	**$**

Explanation of Budget Request – Please add any additional details you feel are important to note about the estimated expenses above. The review committee will want to know where you obtained your estimates from, so please make sure you indicate these details here.

Mentor Commitment Form & Recommendation

We appreciate your commitment to serve as a mentor to students applying for research/project support. 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 a 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 receive a 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.

How do you know this student?
Do you recommend we support this student's request? If so, why?

By adding your name below, 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 applicant named below.

Recommender's Name and Title

Email from the faculty member is acceptable in place of physical signature on the form as long as the student copies the faculty member on the emailed submission.

Applicant's Signature

By adding your name below, you are confirming that the following information is true and accurate:

1. My application is complete and I intend to carry out the research/project/travel as outlined.
2. I understand there are policies and procedures I have to abide if this request is approved.
3. I am in good academic standing.
4. I agree to set up regular meetings with my faculty mentor.

Applicant's Name

Email from the student is acceptable in place of physical signature on the form as long as the application is sent via email from their ASU email address.