

Jefferson Institute for Smart and Healthy Cities

JeffSmart Seed Grant: Call for submissions 2024-2025

JeffSmart Seed Grant Application

These guidelines apply to grant funding for projects that will begin in **October 2024** and conclude on or before **June 30, 2025**.

Deadlines

Applications are due **October 4, 2024**.

<https://jefferson.infoready4.com/#applicationGrid/1950374>

Notifications sent in late **October, 2024**

Grant funds initially available **October, 2024**

The grant project can be undertaken at any time in the funding year.

Grant funds must be used by **June 15, 2025**

Progress report due by **February 15, 2025**

Final report due by **June 30, 2025**

Introduction and Background

The Jefferson Institute for Smart and Healthy Cities (JeffSmart) is excited to provide a seed grant program for faculty across Thomas Jefferson University. The seed grant is provided to help faculty develop ideas into a state suitable for large proposal submissions.

The JeffSmart Seed Funding is sponsored by the Provost's Office and the following sponsoring colleges:

- College of Architecture and the Built Environment
- College of Nursing
- College of Population Health
- Kanbar College of Design, Engineering, and Commerce

This is also an opportunity to become a JeffSmart Fellow through applied research promoting the goals of smart and healthy cities. A JeffSmart Fellow is an ambassador supporting the mission of transdisciplinary research, education, and innovation to advance the development of the urban environment into smart and healthy cities through innovative collaboration across the architecture, design, engineering, health, and science disciplines.

Funding Priorities

Fundamentally, this is a seed grant opportunity. The goal is to help you get started on research that can be funded at a higher level through external sources. The priorities for the JeffSmart Seed Grants are:

- Conduct research addressing smart and healthy cities, at any or all scales of interaction, from object to building to city planning.
- Transform this initial research project into **larger, fundable proposals**.
- Priority will be given to faculty who have not received a JeffSmart Seed Grant.

Who May Apply?

We strongly encourage interdisciplinary team proposals.


We support applications from faculty of all Colleges (full-time and part-time) across Thomas Jefferson University who believe they can make significant contributions to smart and healthy cities and are interested in seeking external funding.

Every project must have at least one full-time faculty on the team and at least one faculty member from a sponsoring college (see above). This can be the same person.

Policies and Guidelines for Applications

1. JeffSmart Seed Grant proposals must explicitly involve some or all elements of the mission of JeffSmart as outlined in the introduction and expressed in detail on our website: <https://www.jefferson.edu/institute-for-smart-and-healthy-cities> .
2. Individual JeffSmart Seed Grants have a **maximum** budget award of **\$10,000**. There is no minimum budget value. The budget must be justified according to the project goals.
3. Interdisciplinary Teams of individuals may submit one application to work on the same collaborative project.
4. JeffSmart Seed Grant funds may be used to support any of the following non-salary expenses:
 - a. Supplies to support the proposed project (e.g., project-related software, materials). The grant may not be used to purchase computer hardware.
 - b. Equipment and other reasonable expenses to support the project.
 - c. Conference or research travel connected to the grant project.
 - d. Student workers.
5. Grant funds must be spent by **June 15, 2025**. All requests for reimbursement must be processed by **June 30, 2025**. In the event that the faculty member is unable to complete the project or leaves the University, the unexpended funds will revert to the University.

Procedures for Applications

1. Individuals must apply for the grants on InfoReady:
<https://jefferson.infoready4.com/#applicationGrid/1950374>
 2. Proposal submissions are due on **October 4, 2024**.
 3. Applications will be reviewed by the JeffSmart staff.
 4. Grant funding begins **October, 2024** and ends **June 15, 2025**.
 5. Proposals must be submitted using InfoReady by **October 4, 2024**.
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Application

Proposals should adhere to the following format.

1. Title

Include project title and author(s)

Abstract (maximum 200 words)

- Purpose
- Rationale
- Goal(s)
- Project Implementation and Project Deliverables
- Potential funders upon completion

2. Explanation of How the Project Advances the JeffSmart mission

Identify the specific priorities this project addresses and discuss how this project advances the JeffSmart mission. Be specific.

3. Literature Review

Address relevant conceptual and theoretical framework of your project, as well as related course work, research and/or literature. In this section you are demonstrating your knowledge of the topic.

4. Specific Project Goals

Please address/list the primary goals and objectives of the project and the intended learning outcomes (for you as a researcher, not student learning outcomes). This can be in bullet points and should include how you plan to execute the project.

5. Description of Activities and Timeframe

Please describe specific project activities and your schedule/timeline. This can be bullet points and/or in the form of a table.

6. Project Assessment

Please indicate how you will assess your project to determine if your goals and intended results for the project were met. Identify specific activities or measures you will use to document your assessment and your conclusions. Identify specific activities or measures you will use to collect evidence.

7. Documentation and Dissemination

Describe how the project outcomes will be documented and shared with the University community. Preference will be given to projects with dissemination plans for both inside and outside the University. Potential papers, articles, presentations at conferences, and workshops held on campus or at conferences from this research should be stated in this part of the proposal.

8. Funding Continuity

Describe how additional funding will be sought at completion of the seed grant. Identify potential funding agencies and why they might be interested.

9. Project Personnel

Identify the people involved in the project and their intended contributions. If the project involves several faculty and/or staff members, describe how they will divide and share responsibilities. Ensure there is a full time faculty member, and that at least one of the team members belongs to one of the sponsoring colleges.

10. Budget Narrative and Worksheet

Applicants should use the following format to describe their budget. This should be followed by a brief budget narrative. The narrative should include a justification of the need for each requested faculty stipend as well as other budgetary line items.

| I. Personnel Expenditures | Projected Cost |
|--|-----------------------------------|
| Wages* | |
| Principal Investigator Summer Stipend (if applicable, see above) | |
| Co-Investigator(s) Summer Stipend (if applicable, see above) | |
| Other Participants | |
| II. Non-Personnel Expenditures | |
| Equipment | |
| Supplies, software, other: | |
| Travel (Transportation, Lodging, and Meals): | |
| Other (please describe in your budget narrative) | |
| Total | \$ 0.00 |
| | not to exceed \$10,000 |

Grant funds must be spent by **June 15, 2025**. All requests for reimbursement must be processed by **June 30, 2025**. In the event that the faculty member is unable to complete the project or leaves the University, the unexpended funds will revert to the University.

Project Reports

A progress report will be due by **February 15, 2025**. A Final report will be due **June 30, 2025**.

Recipients will be expected to present their work to the broader Jefferson community through the JeffSmart brown bag lecture series. Further dissemination plans will be regarded with favor by the reviewing committee. Possible dissemination strategies may include presentations at conferences, papers or articles for journals, and other means of sharing your results and recommendations.

Grant recipients must file their assessment results and project documentation in a form that can be published on the Jefferson Digital Commons and the JeffSmart website. The exact format of this report is left to the grant recipients with the guideline that the audience is both the University community and the public. For example, the documentation could take the form of a paper, a report, or an interactive model. We encourage the use of visual media, such a photography or video, in the documentation.

Follow on Funding

JeffSmart seed grant recipients agree to use the funding to develop funding proposals for external support. The JeffSmart staff are available to assist in this process.

Responsibilities of a JeffSmart Fellow

Winners of the JeffSmart Seed Grant will automatically become a JeffSmart Fellow. This title can be continued beyond the seed grant program

To maintain JeffSmart Fellow status, it is necessary to spend at least 50 hours per year on work directly related to JeffSmart, such as directed work and engagement with JeffSmart and collaborators, not limited to the following:

- Research and design projects
- Preparation of proposals for funded research and/or design projects directly connected to JeffSmart's agenda, or with other JeffSmart Fellows
- Regularly attend JeffSmart "brown bag" series and lectures
- Attend the annual Smart Cities Forum
- Publish blog posts or other media content connected to the JeffSmart mission, crediting the Institute.
- Prepare/give talks as part of the JeffSmart "brown bag" series, and in other venues where the presenter identifies as a JeffSmart Fellow.
- Use JeffSmart affiliation on manuscripts and presentations related to smart/healthy cities.
- Provide regular updates on your JeffSmart-related research, policy, and educational activities, including publications, presentations, grants, etc., so JeffSmart staff can keep participants' bios and web presence current.