SPICE Application Preview

Below is a summary of the questions you'll answer in the online application. Please thoroughly review the SPICE Overview and Application Guidelines (https://stanford.box.com/s/rjifgdd5kedzjh1e2veqx81v9y1m619g) before beginning your project application. Inside the online application, question marks in parentheses “(?)” can be clicked for additional guidance in answering a question.

Section 1. Contact Information

♦ Are you the main project contact? (Y/N)

If yes, the application will ask for:

Applicant Information (person completing application online)

▪ Name
▪ Email
▪ Degree Goal
▪ Year in Program
▪ School
▪ Department

If no, the application will ask for the information above and below:

Main Project Contact Information

▪ Name
▪ Email
▪ Degree Goal
▪ Year in Program
▪ School
▪ Department

Section 2. Project Details

♦ Project Name

♦ Project Summary (max 100 words):

Provide a concise (one paragraph) summary of the goals and objectives of your project and its activities. Frame your summary in terms of how your project meets an identified need. If awarded funding, this will also be used on the SPICE Projects (https://vpge.stanford.edu/fellowships-funding/student-projects-intellectual/projects) webpage.

We want to know:

▪ What need is your project is addressing?
▪ What is the intended outcome of your project?
▪ Who is your project's target audience?
▪ How (through what activities, e.g. poster sessions, research seminars, etc.) will your project carry out its goals?
Keywords:
Provide 1-3 keywords that best describe your project. If awarded funding, your project’s keyword(s) will be used on the SPICE Projects webpage to help your peers more quickly connect to SPICE projects of interest.

Project Activities:
Indicate what activity(ies) your project will undertake to carry out its goals. Select all that apply.
- Journal club (discussing journal articles)
- Reading group (discussing readings)
- Research seminar (presenting about research)
- Research working group (workshopping in-progress research in a non-presentation format)
- Educational event (speaker series, workshops, etc.)
- Career/networking event (alumni mixers, etc.)
- Conference Poster session Performance (theater productions, etc.)
- Digital product development (developing a blog, podcast, etc.)
- Course (developing a course)
- Teaching and/or mentoring
- Other (describe other activity(ies) not listed)

Does your project involve a single department or is it interdisciplinary/involving multiple departments?
If involving a single department, the application will request your:
- Participating School
- Participating Department

If involving multiple departments/interdisciplinary, the application will request:
- Participating Department(s) (select all that apply from list)

Proposed First Quarter of Funded Activities
Proposed Final Quarter of Funded Activities
How many quarters are you requesting funding for?

Does your project engage externally outside of Stanford? If yes, indicate how:
(?) - See examples of recent SPICE projects [https://vpge.stanford.edu/fellowships-funding/student-projects-intellectual/2018-2019](https://vpge.stanford.edu/fellowships-funding/student-projects-intellectual/2018-2019) that engage communities or entities outside of Stanford (e.g. Goggles Optional Podcast and Science Teaching through Art (STAR)).
- Communication or Outreach
- Public Service
- Neither

(If externally engaged) Enter your project’s website address (optional)

Has your project applied for SPICE funding previously? (during the SPICE 2018 funding cycle for the current academic year 2018-19, or earlier). (Y/N)
If yes:

- What was your project name?
- Was your previous project funded? (Y/N)
- For how many years (SPICE funding cycles) has your project received SPICE funding?
  - 1 year
  - 2 or more years
- Did your project receive funding during the SPICE 2018 funding cycle (for the current academic year 2018-19)? (Y/N)
- Upload an Excel file with your SPICE 2018 budget, amount awarded, and spending-to-date. If funds remain, indicate how much you want rolled over to 2019 funding. A model for the Excel budget-to-actual document can be found HERE (https://stanford.box.com/s/4zo2kor77pyjgcskhd2qrg9luhsxjrd). (Estimates OK)
- What was the total amount of funding your project requested during the SPICE 2018 funding cycle? (enter amount)
- What was the total amount of funding your project was awarded during the SPICE 2018 funding cycle? (enter amount)
- What is the total amount of funding your project has used to date from the SPICE 2018 funding cycle? (enter amount)
- What is the projected amount of funding to be left over (rolled over) from the SPICE 2018 funding cycle? (enter amount)

Do you have Stanford staff member(s) affiliated with this project? (Often a faculty advisor or SSO) (Y/N)

- Name
- Email

How did you hear about SPICE?

**Section 3. Team Members**

- Are there additional team members? (Y/N)

- Additional Team Members - for each, list:
  - Name
  - Email
  - Department

**Section 4. Project Narrative**

- Overview (max 150 words)

  Describe in detail the objectives and goals of your proposed project.
  - How will the project focus on graduate students?
  - What is the academic or educational focus of the project?
  - How will this project positively impact the intellectual community in the department(s)/program(s)?
SPICE 2019 Application Preview

♦ Participation (max 150 words)
  ▪ Who is the target audience?
  ▪ How will you select or recruit participants?
  ▪ What are your plans for outreach and publicity? (Stanford's Student Activities and Leadership has suggestions for promoting (https://sal.stanford.edu/advertising-and-publicity) your activity(ies).)
  ▪ Include your expected projected attendance.

♦ Leadership Team (max 150 words)
  ▪ How was the leadership team assembled?
  ▪ What role(s) will each team member play?

♦ Timeline (max 200 words)
  ▪ How will you approach planning and implementation?
  ▪ Include a detailed timeline using bullet point format.

♦ Impact and Evaluation (max 150 words)
  ▪ What does success look like for your project?
  ▪ How will you evaluate its impact?
  ▪ How will you know if this project positively impacted the intellectual community in the department(s)/program(s) and with the target audience?

♦ Additional Information (max 100 words) - Is there anything else you want us to know?

Section 5. Supplemental Funding

♦ Is your project a VSO (Voluntary Student Organization) currently registered with the ASSU? (Y/N)

♦ Name of student organization (if constituted):

♦ VSO Account # of your Group

♦ What is your plan for requesting funding from the Graduate Student Council (GSC)? (If funds have been requested or plan to be requested, you will be asked to enter the amounts below.) If you are not requesting funding from the GSC, please explain why.

♦ Projects are encouraged to partner with their participating department(s), including with funding requests.
  ▪ Have funding requests been made to the participating department(s)?
  ▪ If not, are any planned? (If funds have been requested or plan to be requested, you will be asked to enter the amounts below.)

♦ Are you receiving supplemental funding? (including GSC, department funds, etc.) (Y/N)

♦ Funding Source(s) - Supplemental funds may be deducted from the total amount requested.
  ▪ Describe the source of your supplemental funding
  ▪ Amount
## Section 6. Proposed Expense Budget

- First, review the **SPICE Funding Guidelines** (see table just below or [SPICE Overview and Application Guidelines](https://drive.google.com/file/d/oBwi-hWh4npevVmRDTotVczNaalk/view)), as well as the applicable **Graduate Student Council (GSC) Funding Policies** (particularly, "Section 3: Recommendation Guidelines" on pgs. 6-15 and "Event Food" on pg. 12 (J.3.a.); [https://drive.google.com/file/d/oBwi-hWh4npevVmRDTotVczNaalk/view](https://drive.google.com/file/d/oBwi-hWh4npevVmRDTotVczNaalk/view)).

### SPICE Funding Guidelines:

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Not Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meals/Food</strong></td>
<td>Expenses within a modest range (see Graduate Student Council (GSC) Funding Policies for food expenses and other items)</td>
</tr>
<tr>
<td></td>
<td>Ex.: Hosting an out-of-town guest over a meal with students.</td>
</tr>
<tr>
<td><strong>Student Compensation (Stanford &amp; non-Stanford)</strong></td>
<td>–</td>
</tr>
<tr>
<td><strong>Honorary for Stanford Faculty or Staff</strong></td>
<td>–</td>
</tr>
<tr>
<td><strong>Honoraria for Non-Stanford Individuals</strong></td>
<td>A gift of up to a $50 value</td>
</tr>
<tr>
<td><strong>Guest Speaker Travel and Accommodations</strong></td>
<td>Encouraged: &lt;br&gt; Use of Stanford Guest House or less expensive lodging &lt;br&gt; Shuttling guests to airport (a chance for networking)</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td>When used as a primary tool for ongoing academic discussions &lt;br&gt; Ex.: Facilitating an ongoing academic discussion</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>AV support &lt;br&gt; Room charges (list of affordable spaces) &lt;br&gt; Janitorial services &lt;br&gt; Poster boards and printing &lt;br&gt; Encouraged: Using 8.5x11” computer paper for promotional posters</td>
</tr>
</tbody>
</table>
Next, enter the details of all expenses associated with your project. The online application will let you enter a line by line budget. Make sure you enter information for the entire project. When applicable, be sure to indicate for how many people something is being provided in the Detailed Itemized Description (see the Food line just below for an example).

**Sample Project Budget:**

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Detailed Itemized Description</th>
<th>Cost</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>4 days in Hartley Conf. Room</td>
<td>250</td>
<td>4</td>
<td>$1000</td>
</tr>
<tr>
<td>Custodial</td>
<td>4 days in Hartley Conf. Room</td>
<td>150</td>
<td>4</td>
<td>$600</td>
</tr>
<tr>
<td>Food (not alcohol)</td>
<td>4 lunches for 20 people</td>
<td>10</td>
<td>80</td>
<td>$800</td>
</tr>
<tr>
<td>Guest Accommodation</td>
<td>2 nights at Stanford Guest House</td>
<td>155</td>
<td>2</td>
<td>$310</td>
</tr>
<tr>
<td>Other (please explain thoroughly)</td>
<td>Poster printing for 8 projects</td>
<td>50</td>
<td>8</td>
<td>$400</td>
</tr>
</tbody>
</table>

Total: $3110

What is the total amount of funding your project is applying for from SPICE specifically? (max. $5,000)

**NOTE:**
Award notifications will go out during the week of April 15, 2019.

If awarded funding, you will be expected to complete an End of Year Report regarding the successes and challenges of your project.