UNIVERSITY OF WISCONSIN WHITEWATER
Office of Research and Sponsored Programs

REQUEST FOR PROPOSALS: 2017-2018 STRATEGIC INITIATIVE GRANTS
RELEASED FEBRUARY 2017

PROGRAM PURPOSE

The purpose of the University of Wisconsin-Whitewater Strategic Initiatives Program is to fund, on a one-time basis, high priority projects for which alternative sources of support do not exist. Generally, projects will be funded for amounts between $5,000 and $50,000. Funding will supplement, not supplant, other University of Wisconsin-Whitewater or University of Wisconsin System initiatives and/or programs.

The UW-Whitewater 2017-2022 Draft Strategic Plan will serve as the guiding document for Strategic Initiative funding. Competitive proposals will address one or more of the following goals in the strategic plan:

- Goal 1. We will improve student access and success
- Goal 2. We will transform lives and impact society
- Goal 3. We will foster diversity and inclusion
- Goal 4. We will strengthen our resources
- Goal 5. We will deepen partnerships and relationships
- Goal 6. We will celebrate the accomplishments of our campus community

In addition to the strategic plan, proposed Strategic Initiatives projects must be shown to be consistent with the University's values, mission, and/or special priorities (e.g., LEAP). The Strategic Initiatives Review Committee will use the following Guiding Principles to select Strategic Initiatives:

1. Strategic initiatives must have stated outcomes, including timelines, and offer practical means and responsibility for assessing and reporting those outcomes.
2. The overall impact and cost of the initiative will be considered when selecting strategic initiatives, i.e., "bang for the buck."
3. The activity supported by the Strategic Initiative grant must be feasible and sustainable.
4. Student involvement or participation in the project is strongly encouraged.

Strategic initiatives that leverage the University's resources will be regarded more favorably than those that do not. Interdisciplinary and multi-unit proposals are encouraged.

Program Notes:
1. Proposals will be accepted through September 30, 2017 and reviewed as they are received until funding runs out.
2. The project period will be 1 July 2017 through 30 June 2018. Award recipients must submit a progress report by 1 January 2018 and a final report by 15 September 2018.
3. Selected initiatives will receive funding during the 2017-2018 Academic Year on a one-time only basis with no carryover after 30 June 2018.

ELIGIBILITY AND CONDITIONS

In order to be eligible for a Strategic Initiatives award, applicants must represent or be affiliated with a department, unit, sub-department, college, division, committee, or other entity within UW-Whitewater.

Applications will be considered only if:

- Applicants meet all eligibility requirements and conditions.
- Applications are complete. Incomplete applications will be disqualified and returned to the applicant without review.
- Applicants propose projects that are not currently funded by other campus, System, and/or external funding programs.

EXPENSE CATEGORIES

Applicants may request funding to support the following expenses:

- Reassigned/replacement time or stipends
- Hourly student wages and/or USTE staff
- Services and supplies, including travel above and beyond PDF funding

SELECTION AND EVALUATION CRITERIA

Applications are highly recommended, recommended, or not recommended for funding and forwarded to the Chancellor who makes final funding decisions.

Proposals will be evaluated using the criteria listed on pages three and four of this document, using the following scale:

1 Poor
2 Fair
3 Good
4 V. Good
10 Excellent

APPLICATION SUBMISSION INSTRUCTIONS

Applications must be submitted to the Office of Research and Sponsored Programs by the Dean/Division Director. Proposals will be accepted through September 30, 2017 and reviewed as they are received until funding runs out. Proposals should be submitted to the Department Chair/Unit Director in advance of the deadline to allow adequate time for review and distribution to the Dean/Division Director.

Proposals should be submitted by the Dean/Division Director via email to Carl Fox (foxc@uww.edu) as Word documents and/or PDF files. Applicants should direct questions regarding this Strategic Initiatives Program to Carl Fox (262-472-5289) or email (foxc@uww.edu).

INTERIM/PROGRESS AND FINAL REPORTS

All award recipients must submit an interim/progress report to the Office of Research and Sponsored Programs by 1 January 2018. The final report and all deliverables (if appropriate/relevant) must be submitted to the Office of Research and Sponsored Programs by 15 September 2018. Funded proposals become the property of the University of Wisconsin-Whitewater and may be used as models to help others prepare proposals. Additional copies will be destroyed or returned to authors.

PROPOSAL FORMAT

Complete applications will include:

    A. Signed Approval and Certification Transmittal Form
    B. A project narrative,
    C. Budget form and justification,
    D. Current and Pending Support Form (if applicable); and
    E. Relevant appendices.

A. Approval and Certification Transmittal Form

Applicants must complete the Approval and Certification Transmittal Form, including the signatures of all required department chairs, deans, division directors, etc. Proposals that include a co-project director/principal investigator model must include the signatures from both departments, units, divisions, etc.

B. Project Narrative

Applicants should use a font no smaller than 11 point and limit Project Narrative text to no more than five single-spaced pages.

1. Introduction. Describe how the project is compatible with the stated Strategic Initiative goals and principles. It is the applicant's responsibility to provide clear and compelling evidence that no alternate sources of funding are available to support the proposed project. Strategic Initiative funds should supplement and not supplant other resources. Applicants should also provide information on how the proposed project connects to existing programs, resources, and/or initiatives. [20 points]

2. Project Impact and Benefits. Explain fully the impact and benefits of the project. What and how many individuals will directly and indirectly benefit (e.g., students, Faculty/Staff, program, department, college, university)? What is the significance of the project? [10 points]

3. Project Description and Objectives. Describe the project and its objectives fully, and explain how and when the objectives will be achieved. Briefly describe key project personnel. [20 points]

4. Description of *Tangible Outcome(s) and Deliverable(s).* [20 points]

5. Plan for *Evaluation* of the project. [10 points]

6. Sustainability Plan: Explain how the project will be sustained beyond the funding period. [10 points]

7. Leveraging Resources (if applicable): Describe how the project/cost plan will leverage institutional resources (human, fiscal, or other). [Maximum 5 preference points]

8. Visibility (if applicable): Describe how the initiative/outcomes will enhance institutional visibility. [Maximum 5 preference points]

9. Timetable for completion of activities (not to exceed one page and not counted as part of the five-page narrative limitation). [10 points]

C. Budget/Cost of the Initiative (Form) and Justification

The budget must provide sufficient detail for the review committee to evaluate the appropriateness of funding requested. Explain how you arrived at dollar figures in the budget and how/when the funding will be used. Applicants must provide a thorough justification for all budget items.
Preference may be given to applicants who include match funds (cash or in-kind). [10 points]

D. Appendix
Appendices should be limited to three pages. The Appendix may include supporting documents that will aid in evaluating the project (evidence for the need for the project, letters of commitment from partner organizations, etc.). Letters of support may not be included.

ACKNOWLEDGEMENT OF SUPPORT
Faculty and staff who receive an award are expected to acknowledge funding from the University of Wisconsin-Whitewater using the following text: "This publication was supported by an award from the University of Wisconsin-Whitewater. All views expressed in this publication are those of the author(s)."

SCALE/CRITERIA	1	5	10
INTRODUCTION	Author does not adequately introduce the topic, no evidence-based justification for the project. Discussion of connection between proposed project and Strategic Initiatives Guiding Principles, and/or campus priorities (Strategic Plan, Mission, Values, LEAP, etc.) is not included. The proposal should be supported internally or submitted to an alternative sponsor.	Applicant does not adequately introduce the topic/project, no evidence-based justification for the project. Discussion of the connection between the proposed project and Strategic Initiatives Guiding Principles, and/or campus priorities (Strategic Plan, Mission, Values, LEAP, etc.) is incomplete. The author fails to make a compelling case.	The author provides a strong rationale for Strategic Initiatives funding. The connection between the stated Guiding Principles, Growth Agenda, and/or campus priorities or focus is clear and compelling.
PROJECT IMPACT AND BENEFITS	Impact is not clearly described. Key constituencies are not identified. Not clear how the university, program or department would benefit. Significance not stated or unclear.	Key constituencies are identified. Impact is short-term or limited to a small set of beneficiaries.	Discussion of the impact is comprehensive. Detailed information regarding the impact on beneficiaries is provided. Significance is clearly stated in practical terms. Impact is long-term and benefits a wide array of
RELEVANCE	The connection between project goals/objectives and institutional priorities, goals, or ongoing initiatives is not addressed. Significance not stated or unclear.	Some discussion of project relevance is shared. The explanation of the relevance of the project to institutional priorities, goals, or ongoing initiatives is vague and/or	The connection between project goals/objectives and institutional priorities, goals, or ongoing initiatives is obvious and compelling. Significance is clearly stated in practical terms.
PROJECT DESCRIPTION AND OBJECTIVES	Discussion of project goals and objectives is not included. There is no explanation of how project objectives will be achieved. Key project personnel are not described. No evidence that the proposal author assembled or will assemble the project components necessary for success is presented.	The discussion of project goals and objectives is incomplete. There is little explanation of how project objectives will be achieved. Personnel roles and responsibilities are not adequately described. Author has assembled some necessary project components.	The project goals and objectives are thoroughly described. How project objectives will be achieved is clearly explained. The project director has assembled all project components necessary to achieve goals and objectives.
OUTCOMES AND DELIVERABLES	Project outcomes and/or tangible deliverables are not described. Dissemination is not addressed.	A partial explanation of the project outcomes and/or tangible deliverables is offered. Some elements are ambiguous. It is unclear how outcomes and/or deliverables will be disseminated.	Project outcomes and/or tangible deliverables are thoroughly described. A clear strategy for disseminating is presented.
TIMETABLE	No project timetable is provided. Reviewers are unable to ascertain scheduled activities or project feasibility.	A partial description of scheduled activities is provided. Project feasibility is uncertain.	A clear and concise project timetable is provided. The schedule of activities is logical and feasible in relation to project
EVALUATION	Information regarding how project goals and objectives will be assessed is not presented. The specified evaluation method is incompatible with project goals and objectives.	A partial explanation of project evaluation is offered. Some elements of the assessment plan and/or methods are unclear.	How project goals and objectives will be assessed is clearly explained. The correct evaluation method is presented and connects explicitly to stated activities.

SCALE/CRITERIA	1	5	10
BUDGET/COST OF THE INITIATIVE	Key expenses are neither described nor justified. The method(s) for arriving at proposed expense categories / amounts are not provided.	Key expenses are described and justified. The method(s) for arriving at budgeted expense is provided. Cost is relatively high comparing to the impact.	Key expenses are fully described and justified. The method(s) for arriving at budgeted expense categories / amounts is clearly explained. Budget is directly connected to project description and timetable. Cost is relatively low comparing to the impact.

OPTIONAL CRITERIA—*Preference May Be Given for Projects that Address these Guiding Principles*

SCALE/CRITERIA	1	5	
LEVERAGING RESOURCES [MAXIMUM 5 PREFERENCE POINTS]	The proposal fails to fully describe how institutional resources will be leveraged, or the plan for leveraging of resources in not congruent with the intended use of resources.	A clear and accurate plan for leveraging of institutional resources is provided. The plan is fully aligned with the intended use of resources.	
VISIBILITY [MAXIMUM 5 PREFERENCE POINTS]	The applicant fails to fully describe how the project/outcomes will enhance institutional visibility.	The author presents a compelling description of how the funded project will enhance institutional visibility and market the UWW image/brand.	

UNIVERSITY OF WISCONSIN-WHITEWATER
INTRAMURAL GRANT PROGRAMS BUDGET FORM

PROGRAM:

PROJECT TITLE:

PI:				PROJECT FUNDING		
PERSONNEL / SALARY Provide basic calculations and totals on this form. Justify each entry in the Budget Narrative. If Match funds are pledged, provide details in the Budget Narrative.				GRANT FUNDING REQUEST	MATCH (if applicable)	TOTAL
1. Faculty/Staff (course release, overload, stipend, etc.)						-
2. Non-UW Personnel (consultant, speaker, substitute, etc.)						-
3. Classified Staff						-
4. Limited Term Employees (LTEs)						-
5. Graduate Assistants						-
6. Student Employees	Hours:	Rate:	Total $0.00			-
		Personnel / Salary Sub Total		$ -	$ -	$ -
SUPPLIES & EXPENSES Justify each entry in the Budget Narrative with all relevant details. If Match funds are pledged, describe in the Budget Narrative.						
1. Travel (refer to http://www.uww.edu/adminaffairs/finance/travel.html)						
Airfare						-
Mileage	Miles	Rate $0.535	Total $0.00			-
Lodging	# Nights	Rate	Total $0.00			-
Meals	# Days	Rate	Total $0.00			-
Other						-
2. Software/Books						-
3. Office Supplies/Photocopying						-
4. Workshops, etc.						-
5. Other (list items and provide details in Budget Narrative)						-
6. Other (list items and provide details in Budget Narrative)						-
7. Other (list items and provide details in Budget Narrative)						-
8. Other (list items and provide details in Budget Narrative)						-
9. Other (list items and provide details in Budget Narrative)						-
		Supplies & Expenses Sub Total		$ -	$ -	$ -
		PROJECT FUNDING TOTALS		$ -	$ -	$ -

REFER TO THE PROGRAM'S REQUEST FOR PROPOSALS FOR PROGRAM-SPECIFIC INSTRUCTIONS, ALLOWABLE EXPENSES, AND DEADLINES

The Budget Narrative must be included on (a) separate sheet(s) following the Budget Form

UNIVERSITY OF WISCONSIN WHITEWATER	**UW-WHITEWATER I-GRANTS APPROVAL AND CERTIFICATION TRANSMITTAL FORM**
Office of Research and Sponsored Programs	

** FOR USE WITH UW-WHITEWATER SPONSORED INTRAMURAL GRANT APPLICATIONS ONLY **

FUNDING COMPETITION INFORMATION

I-GRANT PROGRAM:

☐ Academic Staff Development Grant
☐ Education Outreach Grant
☐ Faculty Development Grant

☐ Inclusive Excellence Initiatives Program
☐ Strategic Initiatives Program
☐ Student Technology Fee Grant
☐ Other *(please specify):* _____

PROJECT INFORMATION

Project Title:

Principal Investigator:	**Department/Division:**
Co-Investigator:	**Department/Division:**
Co-Investigator:	**Department/Division:**
Co-Investigator:	**Department/Division:**

Total Amount Requested: $

Total Matching Funds: $	**Source(s):**

REQUIRED CLEARANCES – *Does the project involve/include (if yes, indicate whether or not approval has been received):*

release time for the PI and/or Co-PIs in support of project activities?	☐ No	☐ Yes	☐ Approval received
a summer stipend for the PI and/or Co-PIs in support of project activities?	☐ No	☐ Yes	☐ Approval received
creation of new degree programs, courses, or services?	☐ No	☐ Yes	☐ Approval received
hiring non-UW-W personnel?	☐ No	☐ Yes	☐ Approval received
action involving space, remodeling, or construction?	☐ No	☐ Yes	☐ Approval received
use of human subjects/human subjects data, human tissue, or vertebrate animals?	☐ No	☐ Yes	☐ Protocol approved
toxic, infectious, or carcinogenic/mutagenic material, or use recombinant DNA technology?	☐ No	☐ Yes	☐ Protocol approved
potential environmental impacts which require review under the WI Environmental Policy Act?	☐ No	☐ Yes	☐ Protocol approved

REQUIRED SIGNATURES

PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR

I certify that the project detailed in this application complies with all campus, UW System, state, and federal regulations and policies as applicable, and reflects University, College/Division, and Department/Unit goals. This project is achievable as described despite any possible limitations of time, resources, and personnel expertise. All required clearances have been or will be obtained prior to starting the project. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the award, and (2) all policies of UW-Whitewater, UW System, and the State of Wisconsin.

I authorize the use of my name and award information for university publications.   ☐ **NO**   ☐ **YES (If YES, PI initials)** _____

Typed name	Signature	Date

DEPARTMENT CHAIR / UNIT DIRECTOR

I certify that I have reviewed the proposal and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all committed resources and other provisions of any award will be fulfilled. A match (check one) ☐ has OR ☐ has NOT been pledged by the Department/Unit. Cash match will be satisfied by a transfer of funds from org code_____-_____-_____ in the amount of $_____.

Typed name	Signature	Date

COLLEGE DEAN / DIVISION DIRECTOR

I certify that I have reviewed the proposal and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all committed resources and other provisions of any award will be fulfilled. A match (check one) ☐ has OR ☐ has NOT been pledged by the College/Division. Cash match will be satisfied by a transfer of funds from org code_____-_____-_____ in the amount of $_____.

Typed name	Signature	Date

ADDITIONAL CERTIFICATIONS (IF APPLICABLE)

Applicants that propose projects that include an international component must secure the signature of the Director of the Center for Global Education. Applicants submitting proposals that include the acquisition or purchase of technology must secure the signature of the Assistant Vice Chancellor for Instructional, Communication, and Information Technology (iCIT).

Typed name	Signature	Date