OVERVIEW

The Office of Research and Sponsored Programs (RSP) is pleased to announce the 2022-23 Capacity Building Grant program. The purpose of this program is to:

- Enhance the ability of faculty and staff to successfully compete for external funding;
- Build UNI’s capacity for scholarship, research, and creative activities.

Capacity Building Grants may support a wide variety of projects or activities, including pilot studies, small-scale research or demonstration projects, evaluations, validations of methodologies, instrument testing, development of research partnerships, or other activities that are necessary for success in obtaining external funding. For applications that have been recommended for funding following the merit review process, RSP reserves the right to fund or decline an application based on its capacity building merit.

Applications are encouraged that propose activities to improve previously unsuccessful external proposals for resubmission. The involvement of undergraduate and graduate students is encouraged.

Eligibility: All faculty and staff

Project Period: All funds must be spent between February 1, 2023 and August 31, 2024.

Award Range: Up to $10,000

Eligible Expenses: Student wages, summer salary, instruments, supplies, non-conference travel, participant stipends, human subject compensation, consultant costs, data analysis costs. Other expenses may be allowed; all expenses are subject to approval.

Conditions of Award: See “Requirements for Awardees” on page 4.

TIMELINE

Letter of Intent due: October 31, 2022

Capacity Building Grant proposal due: December 4, 2022 (11:59 pm)

Proposal Routing and Submission Form (PRAF) due: December 4, 2022 (11:59 pm)

Notification to applicants: January 27, 2023

Project period: Period of performance shall be February 1, 2023 through August 30, 2024. Capacity grants may end earlier than August 30, 2024 if the scope of work is completed.

Attend Summer Grant Writing Workshop: May, 2023 or May, 2024

Reports due: October 3, 2023 (interim) and October 2, 2024 (final)

Submit at least one external grant or contract proposal by: October 2, 2024
LETTER OF INTENT INSTRUCTIONS - Deadline October 31, 2022

Letters of Intent are required. Email Letters of Intent to rsp@uni.edu by October 31, 2022. Letters should include:

- Names and departments of the Principal Investigator (PI) and any co-PIs
- Project title
- A brief description of the project

Letters of Intent are used only to recruit appropriate reviewers, so that the review process can proceed immediately after the full proposal deadline. Letters of Intent will not be seen by reviewers and do not receive any feedback.

Applicants are strongly advised not to wait until after the Letter of Intent is submitted to begin working on the full proposal.

PROPOSAL & ROUTING APPROVAL FORM - Deadline December 4, 2022

A Proposal Routing & Approval Form (PRAF) must be submitted by Sunday, December 4, 2022. The PRAF is completed separately from the emailed application submission and is routed through a Workflow to appropriate administrative personnel for review and approval of the submission. Submission approvals are required from the Department Head and Dean for the Principal Investigator. Additional approvals or notifications (i.e. Facilities Planning, Human Subjects, etc.) may be required. The link to the electronic PRAF can be found on My Universe on the RSP pagelet. Step-by-step instructions for completing the PRAF may be found here: Step-by-Step PRAF instructions.

FULL PROPOSAL INSTRUCTIONS – Deadline December 4, 2022

Proposals must be emailed directly to rsp@uni.edu by Sunday, December 4, 2022. Late submissions will not be considered. Submission of the completed components within PDF Portfolio format is encouraged.

Proposals must include the following components with formatting below.

1. Project Description
2. Budget Template – example
3. Budget Justification – example
4. Biosketch(es) – example

Formatting requirements for the project description, budget justification, and biosketches:

- 1-inch margins.
- No less than 11-point font, with the exception of tables and figures

1. Project Description

Maximum length: 8 pages, double-spaced. Include the following headings in the order below. Only sections A-F are included in the page limit.

A. Goals and Objectives

- Briefly list the goal(s) and objectives of the project.
- A goal is a broad, long-term intention that may not be accomplished within the scope of a single project.
- Objectives are the specific endpoints you intend to achieve with the project. Good objectives are SMART: Specific, Measurable, Achievable, Relevant, and Time-Oriented

B. Need and Significance
• Explain the importance of the project, grounding it in what you and others in your field have already established and what still remains to be done.

C. Design and Methods

• Explain how you will accomplish the objectives. Be specific about your project design and who will do what and when.
• Describe the anticipated project outcomes in relation to each objective.
• Include a project timeline.

D. Qualifications and Resources

• If there is more than one investigator, what are the roles and responsibilities of each person?
• What resources, qualifications, and expertise does each investigator bring to the project?
• If applicable, explain how you will work with any external organizations, such as other institutions, schools, or community organizations.

E. Student Assistants (if applicable)

• Describe how your project will involve undergraduate or graduate students.

F. External Funding Opportunity

Capacity Building Grant awardees must submit a proposal to an external funding opportunity by October 2, 2024 (or the next specified deadline, if cyclic). An important consideration in determining which projects will be funded is the extent to which the project is a good match for the external funding opportunity and otherwise likely to be competitive.

• Identify the funder and opportunity to which you plan to submit a proposal.
• Explain how the opportunity is a good fit with the project you are proposing.
• How will the proposed project enhance your ability to compete for external funding?
• What is the next deadline for the opportunity?
• Describe your timeline for preparing a proposal by the deadline. Include which year you intend to participate in RSP’s annual grant writing workshop (May 2023 or May 2024).

G. Results from Prior Support (not included in page limit)

Applicants who have received prior internal grant awards must demonstrate significant progress and/or outcomes to receive funding consideration.

• List all internal grant awards received during the past three years by all key personnel. Include funding from RSP, Colleges including the Graduate College, the Office of the Provost, or other internal funding.
• Indicate the status and specific outcomes for each award, such as external grant proposals submitted, publications, presentations, or patents.

H. References (not included in page limit)

2. Budget

• The budget must be on the RSP customized budget template available at https://rsp.uni.edu/internal-grants.
• Because this funding is internal, there are no Facilities and Administrative (indirect) costs.
• Cost share is not required and should not be shown on the budget.
• Projects may receive partial funding.
3. Budget Justification

The budget justification is a narrative description that explains and justifies each of the requested expenses. An example format is available at https://rsp.uni.edu/internal-grants.

In addition, the budget justification must include a description of any other resources, cash or in-kind, that the applicant may propose to include in support of the project. Include both current and pending sources of support (such as other proposals under review).

Any requests to make a subaward to another institution must be well-justified within the proposal and must include a Scope of Work, Budget and signed Letter of Cooperation from the subrecipient. Visit with the RSP Preaward staff for assistance with determining whether your proposal includes a true subaward or if the proposed expense is a vendor/service agreement.

4. Biosketches

Include a 1-2 page biographical sketch for each key personnel involved in the project. Biosketches are used to assess the experience and qualifications of the investigator(s) to carry out the project. Students are not considered key personnel.

An example format is available at https://rsp.uni.edu/internal-grants. Biosketches may also be generated using SciE NV. If using SciE NV, deviation from the font and margin formatting requirements is permitted.

### REVIEW CRITERIA AND PROCESS

**Review and Evaluation:** Proposals will be evaluated and scored through a peer review process. Based on the scoring and funding recommendations of peer reviewers, RSP will make the final funding decisions. Review and evaluation of applications will be based on the quality and completeness of the proposal, the significance or need for the project, the capacity of the investigator(s) to carry out the project, the suitability of the identified external funding opportunity and likelihood of success, the appropriateness of the budget, and, if applicable, outcomes from prior awards. Project descriptions should be well-written for a non-specialist audience. Proposed subawards must be well justified.

Proposals that do not comply with the formatting and application requirements may be returned without review.

**Notification of Award:** Applicants will be notified of award decisions by Friday, January 27, 2023.

### REQUIREMENTS FOR AWARDEES

**PRAF:** Applicants must have submitted a Proposal Routing and Approval Form (PRAF) by Sunday, December 4, 2022.

**Compliance Requirements:** Awardees must meet all applicable compliance requirements, such as human subjects or animal use review, prior to initiating projects.

**Grant Writing Workshop Attendance:** Awardees must attend the RSP Summer Grant Writing Workshop. The workshop consists of five weekly sessions (one-to-two hours each) beginning after the end of the spring semester. Those with significant grant writing experience may request a waiver of this requirement. Otherwise, participation is required in May 2023 or 2024.

**External Grant Submission:** Awardees must submit a proposal to an external grant or contract funding opportunity by October 2, 2024 (or the next specified deadline, if cyclic).

**Reporting:** Awardees will be required to submit a brief, narrative progress report by October 3, 2023. In addition, final report describing how the funds were used and the outcomes achieved will be due no later than October 2, 2024. Failure to submit reports on time or to meet other award requirements may make the recipient ineligible for future internal funding.
**Summer Salary Policy:** All capacity grant recipients that request and receive summer salary, must remain at the University for the following 9-month academic year. If a capacity grant recipient receives summer salary and leaves the University prior to completing the subsequent academic year, they will be required to return the summer salary compensation to the University.

**QUESTIONS**

Please direct questions about the Capacity Building Grant program to Lisa Ahern, Associate Director of Research and Sponsored Programs, at lisa.ahern@uni.edu.

Applicants are encouraged to work with a Preaward staff member as they prepare their proposals. Preaward staff members are available to discuss project ideas, assist with budget development, and give feedback on draft proposals.

- Maggie Heretakis, maggie.heretakis@uni.edu
- Rebecca Rinehart, rebecca.rinehart@uni.edu