

# UNI 2019-20 CAPACITY BUILDING GRANT COMPETITION REQUEST FOR PROPOSALS

## OVERVIEW

The Office of Research and Sponsored Programs (RSP) is pleased to announce the 2019-20 Capacity Building internal grant program. The purpose of this program is to:

- Enhance the ability of faculty and staff to apply and compete for external funding
- Encourage student research and creative collaborations with UNI faculty
- Build UNI's capacity for scholarship, research, and creative activities

While capacity grant applications are encouraged from all fields and disciplines, proposals for PreK-12 education research are particularly welcome.

## GENERAL APPLICATION & SUBMISSION INSTRUCTIONS

**To be reviewed and considered for funding, applicants MUST:**

1. Complete and submit a Letter of Intent to RSP by **5:00 pm on Friday, October 11, 2019**
2. Complete and submit the Full Proposal to RSP by **5:00 PM on Monday, November 4, 2019**
3. Include all required materials
4. Follow the required formatting and page restrictions

### Full Proposal Cover Sheet

All applications must include an Application Cover Sheet. The Application Cover Sheet is available from the RSP website at <https://rsp.uni.edu/internal-grants>. The signatures of the project director and the project director's department head are required on the Application Cover Sheet. The Cover Sheet may be signed and sent as a hard copy, or it may be scanned after signatures are obtained and submitted via email with the other items by the deadline to [anita.gordon@uni.edu](mailto:anita.gordon@uni.edu). If submitted by hard copy, direct the Cover Sheet to Anita Gordon, RSP, 213 East Bartlett Hall, **mail code 0394**. Hard copies also must be received by the deadline.

### Project Narratives and Other Application Materials, If Required

Email all other application materials (project narrative, references, budget, biosketches) to [anita.gordon@uni.edu](mailto:anita.gordon@uni.edu). With the exception of the budget form, please submit as one file if possible. Please do NOT submit hard copies.

**All items must be received by RSP by 5:00 PM on November 4, 2019. Late applications will not be considered.**

### Other Requirements and Limitations:

- Applicants who have received prior internal grant awards must demonstrate significant progress and/or outcomes to receive further funding consideration.
- Applicants must agree to seek external funding for the next phase of the project at the end of the internal grant period. Applicants also must agree to participate in several planning/progress meetings and/or grant-writing workshop sessions to further this goal (see External Grant Submission Requirement below).
- Awardees must meet all applicable compliance requirements prior to initiating projects. For example, if human or animal subjects review is required for the project, that process must be completed before the project can move forward.

## QUESTIONS

Please direct questions about this program to Anita Gordon at [anita.gordon@uni.edu](mailto:anita.gordon@uni.edu).  
For external grant-seeking assistance, contact [rebecca.rinehart@uni.edu](mailto:rebecca.rinehart@uni.edu) or [maggie.heretakis@uni.edu](mailto:maggie.heretakis@uni.edu).

## GUIDELINES & APPLICATION INSTRUCTIONS

In this grant program, awards will generally range between \$2,500-5,000, with the maximum award amount of \$10,000. The primary purpose of these Capacity Building Grants is to support research and development activities at UNI that enhance the ability of faculty and staff to apply for external funding, particularly to federal and state agencies, and to national foundations. All awardees must submit an external grant proposal by July 1, 2021. Planning assistance to help the awardees gather the needed information for the external grant proposal is available from RSP. An important consideration in determining which projects will be funded is the extent to which the project is a good match for the external grant opportunity and otherwise likely to be competitive.

In their proposal, grant applicants must identify the external grant opportunity to which they intend to apply and explain the appropriateness for the proposed project. Applicants must include the opportunity's deadline, or if not available, the next anticipated deadline. To underscore the importance of well-matched projects and funding opportunities, RSP will review all grant opportunities for suitability. Consultation with RSP prior to submission of internal grant applications is encouraged. Please contact Anita Gordon ([anita.gordon@uni.edu](mailto:anita.gordon@uni.edu)) with questions about the capacity building grant program, purpose, and application procedures. Please contact RSP preaward staff Rebecca Rinehart ([rebecca.rinehart@uni.edu](mailto:rebecca.rinehart@uni.edu)) or Maggie Heretakis ([maggie.heretakis@uni.edu](mailto:maggie.heretakis@uni.edu)) if you need assistance identifying potential funding opportunities.

These grant funds may be used for 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 to be successful in obtaining external funding. Applications are encouraged from faculty and staff who have previously submitted external proposals and are proposing activities to improve proposals for resubmission.

The involvement of undergraduate and graduate assistants in these projects is also encouraged.

While capacity grant applications are encouraged from all fields and disciplines, proposals for PreK-12 education research are particularly welcome. Funding will be reserved for 1-2 educational research projects (although more could be funded, depending on how many applications are received). Examples of external funding opportunities that may be targeted include:

Department of Education, Institute of Education Sciences: <https://ies.ed.gov/funding/>

National Science Foundations, Division of Research on Learning in Formal and Informal Settings (DRL):

<https://www.nsf.gov/funding/programs.jsp?org=EHR>

Spencer Foundation: <https://www.spencer.org/>

**Eligibility:** All faculty and staff

**Project Periods:** All funds must be spent between **Jan. 15, 2020 and May 31, 2021**.

**Eligible Expenses:** The types of costs that may be incurred are, for example, small equipment, supplies, subject stipends, travel costs, conference registrations, data analysis, technical support, obtaining research documents, student wages, grant review fees, workshop or training fees. Other expenses may be allowed; all expenses are subject to approval.

**External Grant Submission Requirement:** As a requirement of the award, all grantees must submit a proposal to their identified external grant opportunity by **July 1, 2021 (or the next specified deadline, if cyclic)**. To further this goal, RSP

will schedule periodic individual review meetings with you during your project to check in on your progress and offer any assistance needed to prepare for the external submission.

**Grant Writing Workshop Attendance Requirement:** As a requirement of the award, you must attend the RSP Summer Grant-Writing Workshop. The workshop has six weekly sessions (two hours each) beginning after the end of the spring semester. If you have significant grant-writing experience, you may request a waiver of this requirement. Otherwise, **you will be expected** to keep your calendar clear in order to participate in the workshop in **May/June 2020 or 2021**, depending on your project schedule.

<b>LETTER OF INTENT (REQUIRED)</b>	<b>Deadline Oct. 11, 2019</b>
------------------------------------	-------------------------------

**Letters of Intent instructions:**

- Letters of Intent are required for application.
- E-mail Letters of Intent by **5:00 PM on Oct. 11, 2019** to Anita Gordon at [anita.gordon@uni.edu](mailto:anita.gordon@uni.edu)
- E-mails should include: 1) brief title of the project; 2) a brief description of the project; 3) identification of the Principal Investigator (PI) and Co-PIs on the project.
- Letters of Intent are only intended to assist RSP in developing the grant review committee and offer preaward support, as needed. You should not wait until the LOI is submitted to begin working on your complete proposal.

<b>APPLICATION INSTRUCTIONS</b>	<b>Deadline Nov. 4, 2019</b>
---------------------------------	------------------------------

**A complete application for a Capacity Building grant will consist of:**

1) Application Cover Sheet (Use form posted at <https://rsp.uni.edu/internal-grants>.)

2) Project Narrative

Maximum length: 8 pages, double-spaced; 12 pt font; 1" margins

Narrative content:

A. Goals and Objectives/Specific Aims

1. Introduce your project or topic and specify what you hope to accomplish and/or, if research, what your research questions are.
2. Describe the stage or phase of the proposed work.

B. Need and Significance

1. Explain why this is an important activity or topic, grounding it in what you and others in your field have already established and what still remains to be done. How will this project contribute to your field and/or to the community, state, or nation?

C. Design and Methods

1. Be specific about your project or research design and/or exactly who will do what and when. Make certain your design aligns with your stated goals and objectives.
2. Include a project timeline.
3. Explain the anticipated project outcomes in relation to each objective.

D. Student Assistants

1. Describe how your project will involve undergraduates or graduate students in the project, and specify if they will be involved during the academic year or summer.

E. Grant Opportunity

1. Identify the funder and grant opportunity to which you plan to submit a proposal.
2. What is the next deadline? If not available, provide the next anticipated deadline. Describe your timeline for preparing the external grant proposal by the deadline. Include the year in which you intend to participate in the annual grant-writing workshop.
3. Explain your reasons for choosing this particular funder and grant opportunity and why it is appropriate for the project you are proposing.
4. How will the proposed project and activities enhance your ability to apply for external funding?

F. Qualifications and Resources

1. Who will be working on this project and in which capacities?
2. What resources, qualifications, experience, and/or expertise do you and each of the other members of the team bring to the project? (Briefly, why are they on the team?) Colleagues from other institutions or other consultants may also work on the project as necessary, although any expenses for external collaborators must be well-justified.
3. If applicable, explain how you will work with any external organizations, such as other institutions, schools, or community organizations.

3) List of all internal grant funds previously received (not included in Narrative page limit) – Include all internal grant awards received during the past 3 years by the PI/PD and any Co-Investigators from their college(s), RSP, other funding from the Provost or Graduate College, and indicate the specific outcomes from each (e.g., external grant(s), publications, presentations, patents, etc.).

4) References, if applicable (not included in Narrative page limit)

5) Budget (Use provided form.) – A budget must be in the **provided Excel form**, and request no more than the amount listed for the grant program maximum. Also, do not automatically request the maximum allowed; request only as much as you actually need to carry out your particular project. Projects may receive partial funding if all budget items are not well justified.

6) Budget Narrative (not included in Narrative page limit) – Include a **narrative budget description** justifying each of the requested expenses. In addition, the narrative must include the following:

- a) Are there any other resources, cash or in-kind, being contributed to the project?
- b) If so, what are the sources of those?
- c) Describe any other funds you've already received to date or anticipate receiving in support of *this* project.

7) Biosketches – Attach a 1 – 2 page biosketch for each key personnel included in the project (summary of educational and work background, key relevant publication, etc.). Students are not considered key personnel.

## REVIEW CRITERIA & PROCESS

Review and evaluation of applications will be based on the quality and completeness of the narrative sections, the significance or need for the activity, the capacity of the project director and/or team members to carry out the activity, the suitability of the identified funder and grant opportunity, the appropriateness of the budget, and, if applicable, outcomes from prior awards. Application narratives should be well-written for a non-specialist audience. Applications that do not comply with the proposal formatting and application requirements may be returned without review.

RSP will organize a peer review committee to evaluate and score all applications and make funding recommendations. Based on those recommendations, RSP will make the final funding decisions. Award decisions will be made prior to January 15, 2020.

## REPORTING REQUIREMENTS

Awardees will be required to submit a brief, narrative progress report by email no later than **July 1, 2020**. In addition, an online project outcomes reporting form describing how the funds were used and the outcomes achieved will be due no later than **July 1, 2021**. Failure to submit grant reports on time or to meet other grant requirements may make the recipient ineligible for future internal funding.

## TIMELINES

Letter of Intent due: **October 11, 2019**.

Internal Grant Submission due: **November 4, 2019**.

Internal Grant Project period: Any period specified by grantee between **January 15, 2020 and May 31, 2021**.

Internal Grant Reports due: **July 1, 2020** (brief narrative) and **July 1, 2021** (online report with brief narrative).

Annual Summer Grant-Writing Workshop: **May and June, 2020** and **May and June, 2021**.

External Grant Proposal complete: **No later than July 1, 2021**.