**ENVIRONMENT INITIATIVE SEED FUNDING PROGRAM**

**2021-2022 CURRICULUM AWARD**

**JOINTLY SPONSORED by the ENVIRONMENT INITIATIVE and the OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION**

**OVERVIEW & PROGRAM GOALS**

***BACKGROUND:***

The [Environment Initiative](https://environment.uoregon.edu/) aims to focus the intellectual energy and work of faculty, students, and community partners on working towards a just and livable future through transdisciplinary research, teaching, and experiential learning. The effort is part of the UO’s academic initiatives, dedicated efforts to collaborate across disciplines, translate discovery for societal benefit, and develop the next generation of leaders and problem solvers.

Given the shared goal of the Environment Initiative (EI) and the Office of the Vice President for Research and Innovation (OVPRI) to further this important work, the units are collaborating to sponsor the Environment Initiative Seed Funding Program, which consists of 2 award mechanisms: Research Awards and Curriculum Awards.

While sponsoring this award program together streamlines the application and review process, the funding decisions and financial support are separate. The Vice President for Research and Innovation (VPRI) and the Director of the EI will appoint a group of faculty to conduct peer review and rank proposals. Final funding decisions and financial support will be managed separately—research awards are funded by OVPRI and selected by the VPRI; curriculum awards are funded by EI and final decisions will be made by the EI Executive Director. In an effort to integrate research and teaching, there will be representation by the OVPRI and the EI on selection committees in each process.

Awards made through this program will align with and advance the goals of the Environment Initiative.

Please review the [**Environment Initiative guiding principles and nodes**](https://environment.uoregon.edu/about-us) which are central to the work of the initiative and should inform your approach. Successful proposals are not expected to address all priorities and/or nodes.

***CURRICULUM Awards:*** Curricular proposals related to the Environment Initiative will be most successful when they (1) build from and advance the [EI Guiding Principles](https://environment.uoregon.edu/about-us), (2) connect directly with one or more Nodes identified by the UO community during the 2020-2021 academic year, and (3) recognize that the 2021-22 Curriculum Proposal process represents the first step in enhancing our environment related academic and experiential offerings.

To advance the mission of the Environment Initiative, we are seeking new courses, experiential learning opportunities, or degree programs that:

* Reflect curricular innovation that relates to the Environment Initiative and promotes learning for a just and livable future;
* Align with and reflect the Guiding Principles in one or more ways;
* Relate to one or more nodes;
* Are inter- or transdisciplinary; and/or
* Are focused on problem-centered methodologies and research models;
* Articulate student-centered outcomes that relate to future professional work.

**TIMELINE**

|  |  |
| --- | --- |
| **Dates** | **Item Due** |
| **February 15, 2022** | Mandatory Notice of Intent to Submit |
| **March 7, 2022** | Full Proposal |
| **Late March** | Faculty Review Panel |
| **Mid-April** | Award Notifications |
| **July 1, 2022 – Start Date for Projects** | Project Period: *Project length is 1 year. Final reports are due August 1, 2023.* |

**ELIGIBILITY**

**Principal Investigators:** At minimum, proposals are expected to have at least 2 instructors from different disciplines.

NOTE:

* Faculty members funded as a PI through this program are not eligible to compete as PIs in future Environment Initiative **Curriculum Awards** program cycles for three years from the activation date of a successful proposal.
* Faculty members may apply for both an EI Research Award and an EI Curriculum Award.

**BUDGET & USE OF FUNDS**

**Amount:** Up to$25,000

**Length of project:** Project period begins July 1, and may not exceed 12 months. *Note that 50% of the grant funds will be distributed at the time of award; distribution of the remaining funds is contingent on a successful progress report after 6 months and a meeting with the EI to ensure curriculum planning and design are being developed and executed successfully.*

**Allowable costs:** Funds may be used for costs necessary to develop a curricular proposal and move it through the University’s approval process (consistent with university and state rules) including:

* Funding or replacing tenure track faculty salary or stipend, or for instructional release/course buyout
* Salary for non-tenure track faculty, graduate students, undergraduates, and/or technical personnel under the supervision of the curricular lead
* Travel: may include funds to support a planning workshop, faculty retreat, to host a distinguished speaker who will help you initiate your project, or to travel for community engagement
* Equipment
* Materials and supplies
* Contractual services
* Other direct costs: e.g. core/shared user facility use, speaker stipend

**Ineligible costs:**

* Replacing current funding from another internal or external source
* Renovation, remodeling, or alteration of research laboratories or core/shared facilities

**APPLICATION COMPONENTS**

**Notice of intent:** The [***notice of intent form***](https://app.smartsheet.com/b/form/3b2b57c5331e4dbdab2a363afdc5f800) is mandatory but non-binding—the purpose of the NOI is solely to help identify appropriate faculty reviewers. *All individuals who submit an NOI are invited to submit a full application.*

**Application:**

The Environment Initiative Curricular Seed Funding applications must be submitted using the online submission form.

1. [***Application Form***](https://app.smartsheet.com/b/form/6bc1856a7e1c46098c83c722fee37e0c)*(online)***:**Basic Information: Please complete the form’s text boxes. (Note: the form cannot be saved part way through).
2. *Proposal Documents:* (single-spaced text, Times New Roman font in 11 point or larger, and 1” margins).
   * + 1. Abstract (250 words or less): a short summary of the project goals and activities.
       2. Proposal Narrative (3-page limit): Use [TEMPLATE](#Narrative) at end of this document to complete this component of the application.
       3. References (1-page limit)
       4. Advancing Diversity, Equity, and Inclusion in Research Statement (1-page limit): Advancing diversity, equity, and inclusion is a key value for both the EI and the OVPRI and we now ask faculty to articulate how their seed-funded work advances these principles. Use the [TEMPLATE](#DEI) at the end of this document to complete this component of the application.
       5. Biographical sketch or CV (2-page limit per person): Each PI should submit a Biographical Sketch or CV.
       6. Budget: Use the EI budget excel template on the [RDS website](https://research.uoregon.edu/sites/research1.uoregon.edu/files/2022-01/EI%20Research%20Budget%20Template.xlsx).
       7. Budget justification (1-page limit): Use the [TEMPLATE](#Justification) at the end of this document to complete this component of the application. Please note if you are currently receiving other financial support for curricular development.
       8. Letter of support: Please provide a letter from Department Head/Center or Institute Director and/or Dean(s) for each PI, describing how the application supports the unit/college mission/goals and detailing/authorizing the commitment (if any) for matching support designated for the project.
3. [***Optional demographic survey***](https://app.smartsheet.com/b/form/b6eda4d487654b5794adfa2e0d0054dd) *(online)*: The OVPRI and the EI are committed to creating an environment that fosters sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and racial and ethnic backgrounds present in our community. The application form includes a section to disclose demographic information aimed at assessing the success of our activities towards this goal. Response to these questions is entirely optional and is not considered in award decisions. This information will not be seen by the review committee, but used by OVPRI and EI leadership to ensure our internal granting programs are inclusive and equitable and serve diverse populations at UO. We welcome submission of this information from all PIs on the project.

**Submission Instructions**:

1. Complete all components of the application and combine into a single PDF in the order listed above, with each component on its own page. Save with the naming convention *[Contact PI Last Name]\_FY 22 EI Curriculum application*.
2. Fill out the basic information on the [online application form](https://app.smartsheet.com/b/form/6bc1856a7e1c46098c83c722fee37e0c).
3. Upload the complete PDF.
4. Submit form.
5. Each PI completes the [demographic survey (optional).](https://app.smartsheet.com/b/form/b6eda4d487654b5794adfa2e0d0054dd)

**REVIEW PROCESS & CRITERIA**

The EI Executive Director, in partnership with the Vice President for Research and Innovation, will gather a group of faculty to conduct peer review, rank proposals, and provide recommendations. Final funding decisions will be made by the EI Executive Director. In an effort to integrate research and teaching, there will be representation by the OVPRI and the EI on the selection committee.

Applicants are informed of whether they are selected or not for the award. Upon request, feedback can be provided to interested applicants whose proposals are not funded.

**Criteria**

* Does the project reflect curricular innovation that relates to the Environment Initiative and promote learning for a just and livable future?
* Does the project align with and reflect the EI Guiding Principles in one or more ways?
* Does the project relate to one or more research nodes listed on the EI webpage above;
* Is the project inter- or transdisciplinary; and/or focused on problem-centered methodologies and research models?
* Does the project articulate student-centered outcomes that relate to future professional work?

**REPORTING**

For curriculum awards, 50% of the grant funds will be distributed at the time of award; distribution of the remaining funds is contingent on a successful progress report after 6 months and a meeting with the EI to ensure curriculum planning and design are being developed and executed successfully.

A final report is required and due to EI no later than one month (30 days) after the first offering of the course. The final report may include a syllabus, teaching evaluations, and/or student feedback.

Final reports will be shared with leadership from OVPRI and the Environment Initiative.

**INQUIRIES**

Questions about the Environment Initiative Seed Funding program or submission process may be directed to Research Development Services, [rds@uoregon.edu](mailto:rds@uoregon.edu).

**TEMPLATE (delete blue text)**

**Project Narrative**

**Introduction**

* + Provide a background or rationale for the project, including significance.
  + Describe how the proposed work represents a new curricular direction and aligns with the goals of the Environment Initiative. Justify the need for an interdisciplinary collaboration to address your learning outcomes, including approach, methodology, and overarching goals.
  + Identify current status of the project at UO, including ties to existing degree programs and expertise of team members.

**Proposed Plan**

* Describe overall project aims or goals.
* Identify specific activities to which funds will be applied, how you will complete these activities, the roles and responsibilities of each collaborator, and how these activities will contribute to the overall project.

**TEMPLATE (Erase text in blue)**

**Advancing Diversity, Equity, and Inclusion in Curriculum**

**(1-page limit)**

Advancing diversity, equity, and inclusion is a key value for OVPRI and the Environment Initiative. We proactively support the creation of a diverse, equitable, and inclusive research community. We act upon the deep belief that diverse, equitable, and inclusive research environments are fair and just, and are necessary to accelerate discovery and innovation.

In up to one page, please describe how your proposed project advances diversity, equity, and inclusion in the UO curriculum. This can be demonstrated through multiple and various ways, such as:

* subject matter
* methodology
* project implementation strategies
* training/mentoring
* team composition
* engagement with UO students, staff, faculty
* engagement with communities external to UO
* and more as defined by the faculty applicant

The following examples illustrate potential ways that curriculum design could advance diversity, equity, and inclusion:

1. A history faculty’s research topic examines the U.S. federal policies that led to racial discrimination in lending during the twentieth century.
2. A mathematics faculty plans to support a graduate student from a population underrepresented in STEM to work on big data analysis, and will mentor them to give a presentation at a conference.
3. A computer science faculty plans to present her research on a new programming language for robotics at the local science summer camp for girls.

We recognize that faculty from different disciplines may or may not have engaged directly in this type of work in the past. Prior engagement or success in achieving these goals is not required to be competitive for this program.

**TEMPLATE (delete blue text)**

Describe each budget line item listed in the budget template, breaking out costs by unit as applicable. Giving clear details will help the reviewers understand the reasonableness of your request.

**Budget Justification**

**Personnel**

*TTF Salary/Course buyout*

*Technical/NTTF Salary*

The names of the faculty and other personnel for which funding is requested

*Graduate Student*

Number and % FTE of graduate student(s)

*Undergraduate Student*

Number of student hours anticipated

**GE tuition/fees/ insurance**

**Outside Collaborators/Consultants**

**Equipment (stand-alone pieces over $5K)**

**Materials & Supplies**

When anticipated, the proposal budget justification must indicate the general types of expendable materials and supplies required.

**Travel**

Travel activities must be specified, itemized and justified by destination and cost. Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence.

**Other Direct Costs**

These may include: Publication/documentation/dissemination costs, consultant services, computer services, etc.