**UO FOUNDATION TRUSTEE EXCELLENCE GRANT**

**2023**

**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION**

**OVERVIEW & PROGRAM GOALS**

The UO Foundation Trustee Excellence Grant (UO-FTE Grant) aims to advance exceptional research, scholarship, or creative work by UO faculty in ways that translate to significant impact—be those contributions to their field of scholarship, the discovery of new knowledge, and/or meaningful connections and partnerships with communities.

The UO Foundation will fund two awards at $50,000 each to faculty. Awards will be made to a single faculty member who demonstrates a plan to advance high-impact scholarship and research in instances where faculty resources and/or external funding opportunities are limited. We do not expect to award funds via this program to faculty with significant active external or internal research funding.

Competitive proposals will clearly identify the impact of the research, scholarship, or creative work to be advanced, an appropriate and rigorous research methodology, and the impact of the proposed activity in terms of scholarship and social impact. Proposals that involve student participation in the proposed research are highly encouraged.

**TIMELINE**

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| **Dates** | **Item Due** |
| **May 15, 2023** | Full Proposal Deadline |
| **Late May** | Proposal Review  |
| **Early June** | UO Foundation Trustees Funding Decisions |
| **Late June** | Award Notifications |
| **July 1, 2023 – Start Date for Projects**  | Project Period: *Project length is two years. Final reports are due August 1, 2025.* |
| **August 1, 2025** | Final Reports Deadline |

**ELIGIBILITY**

**Principal Investigators (PIs):** Eligible PIs are tenured or tenure track faculty and career research faculty with the classification of *research associate*, *research professor, research scientist, research engineer, principal research scientist,* *or librarian* with 0.50+ FTE appointments during the academic year of the research award.

*Emeritus, retired, courtesy, visiting, instructor, and pro-tem faculty, as well as postdoctoral scholars, are ineligible to apply as principal investigators.*

**BUDGET & USE OF FUNDS**

**Amount:** These awards provide up to$50,000.

**Length of Project:** The project period begins July 1 and may not exceed 24 months.

**Allowable costs:** Funds may be used for costs necessary to plan and execute the proposed research project (consistent with university and state rules) including:

* Travel, which may include funds to support a planning workshop or faculty retreat, to host a distinguished speaker who will help you initiate your project, to visit key resources and/or archives, or to visit a program officer to discuss your project.
* Equipment
* Materials and supplies
* Contractual services
* Salary for career research faculty, graduate students, undergraduates, and/or technical personnel under the supervision of the principal investigator
* Other direct costs: core/shared user facility use, speaker stipend, etc.
* Faculty summer stipend and/or course release (as per departmental policies and guidelines)

**Unallowable Costs:**

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

**APPLICATION COMPONENTS**

**Application:** The UO FTE Grant applications must be submitted using the online submission form.

1. [***Application Form (online)***](https://app.smartsheet.com/b/form/f63d27be891b43639ba28bfb88959a53)**:**Basic information is to be provided in the form’s text boxes. (Note that 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 (**4-page limit**): Use the [Project Narrative TEMPLATE](#_Project_Narrative_TEMPLATE) at end of this document to complete this component of the application.
			3. References Cited
			4. Biographical Sketch or CV (**2-page limit per person**): PIs should submit a Biographical Sketch or CV.
			5. Current and Pending Support (**no page limit**): For each PI, use the [Current and Pending TEMPLATE](#_Current_and_Pending) at end of this document to list any current and/or pending funding for any research project at UO, whether or not related to the proposed project.
			6. Budget: Use the UO FTE Grant budget Excel template on the [program webpage](https://research.uoregon.edu/plan/find-funding/ovpri-internal-funding-opportunities/uo-foundation-trustee-excellence-grant).
			7. Budget Justification (**no page limit**): Use the [Budget Justification TEMPLATE](#_Budget_Justification_TEMPLATE) at the end of this document to complete this component of the application.
			8. Departmental Approval (**due May 19**): Upon proposal submission, Department Heads for the PI will receive a request to approve the application, including authorizing the proposed budget and any departmental commitment (if any) for matching support designated for the project. Please discuss your proposed work and budget with your department head prior to submission to expedite the approval process.
3. [***Optional Demographic Survey (online)***](https://app.smartsheet.com/b/form/b6eda4d487654b5794adfa2e0d0054dd)**:** The OVPRI is 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. Upon submission of the application form you will receive a link to another form allowing you 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 instead used by OVPRI leadership to ensure our internal granting programs are inclusive and equitable and serve diverse populations at UO. We welcome the submission of this information from all PIs on the project.

**Submission Instructions:**

1. Complete all components of the application and combine them 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 23 UO FTE Grant Proposal*.
1. Fill out the basic information in the [online application form](https://app.smartsheet.com/b/form/f63d27be891b43639ba28bfb88959a53).
2. Upload the complete PDF.
3. Submit the form.
4. Complete the demographic survey (optional).

**REVIEW PROCESS & CRITERIA**

RDS will conduct an initial review to ensure that proposals comply with all guidelines. **Proposals deemed non-compliant will not be reviewed further.**

THE OVPRI will convene a panel to evaluate the grant proposal. The VPRI will present the top four proposals to UO Foundation Trustees, who will make the final funding decisions.

Applicants are informed of whether they are selected or not for the award; all notification letters will include reviewer feedback to assist with future proposal submissions.

**Criteria:** See the [review sheet](https://app.smartsheet.com/b/form/8508498ff09a40dfa62f739ee6e4e87f) as used by the review committee when scoring proposals.

1. *Significance and Contribution:* Is the project intellectually significant? What value does it offer to the faculty member’s disciplinary field and/or general audiences?
2. *Organization, Concepts and Methods:* Is the conception, definition, organization, and description of the project clearly articulated? Is the methodology sound and indicates project success?
3. *Work Plan/Budget Justification:* Is the work plan and timeline feasible, appropriate, and supported by a well-justified budget?
4. *Competencies, Skills, Access, and Support/Biographical Sketch or CV:* Is the applicant well-qualified to carry out the proposed work and have the means to do so if funded?
5. *Final Product(s) and Dissemination:* What is the likelihood of achieving the project’s final product(s)? How strong is the dissemination plan for its intended audience(s)?
6. *Broader Impacts:* Are the broader impact activities being proposed related to the goals of the project and tied to societal benefits? How well qualified is the individual to conduct the proposed activities? Are there adequate resources available to the PI to carry out the proposed activities? Is the budget allocated for broader impact activities sufficient to successfully implement them?

*Note: As stated above, funding preference is given to investigators without significant active funding from internal or external sources.*

**REPORTING**

A final report is required and due to Research Development Services no later than one month (30 days) after the conclusion of funding. RDS will supply awardees a link to the final report form in the last quarter of their project.

**INQUIRIES**

Questions about the UO Foundation Trustee Excellence Grant, application, or submission process may be directed to Research Development Services, rds@uoregon.edu.

# **Project Narrative TEMPLATE (delete blue text)**

**Project Narrative**

(4-page limit)

Please complete all six sections and use the headings designated below. You may include no more than one page of references on a separate page, which does not count in the four-page limit for the narrative.

**Significance and Contribution**

* Provide an overview of the project, explaining the basic ideas, problems, or questions examined.
* Describe the significance of the proposed project, including its value to scholars in your field.
* Describe how your project aligns with your department’s standards scholarship or creative projects with respect promotion and tenure.

**Organization, Concepts and Methods**

* Explain how your proposed research will help you resolve the problems or questions you are examining.
* If applicable, provide the theoretical framework underpinning your project.
* Describe and discuss your method(s) and sources.

**Work Plan**

* Describe the current state of the project and the stage of it that will be supported by the award.
* Provide a work plan describing what will be accomplished during the period of performance.
* This section is rated along with your budget justification to ensure your project plan is feasible and supported by a sound, well-justified budget.

**Competencies, Skills, and Access**

* Explain your competence or background in the area of your project.
* Describe where the proposed project will be conducted and what research materials will be used.
* This section is rated along with your curriculum vitae to ensure you have the skills and abilities to successfully complete the project.

**Final Product(s) and Dissemination**

* Describe the intended results of the project.
* Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience.

**Broader Impacts**

* Describe the broader impacts of the proposed work and the plan to assess success. Please look at [NSF](https://www.nsf.gov/pubs/2007/nsf07046/nsf07046.jsp) and [ARIS](https://aris.marine.rutgers.edu/index.php) for examples and guidance regarding broader impacts activities and approaches.

# **Current and Pending Support TEMPLATE (delete blue text)**

**Current and Pending Support**

For the PIs, please provide a list of current and/or pending funding for any research project at UO, whether or not related to the proposed project. Include any awards you have received from the University of Oregon (*excluding start-up funds*), as well as external awards. No page limit enforced, so please expand sections as necessary.

**Name**:

Current Funding

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Pending Funding

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

# **Budget Justification TEMPLATE (delete blue text)**

**Budget Justification**

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. (no page limit)

**Personnel**

*Principal Investigator Support*

Detail requested course release and/or summer stipend effort. NOTE: Please follow schoo/college/unit guidelines. Departments must approve the budget request.

*Technical/NTTF Salary*

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

*Graduate Student*

Provide the number and % FTE of graduate student(s).

*Undergraduate Student*

Provide the 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 fieldwork, 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.