MSU Outreach and Engagement Seed Grants

Request For Proposals

2018-2019 Academic Year – Deadline for Submission October 5, 2018

The Montana State University Outreach and Engagement Council invites proposals for the 2018-2019 academic year seed grant funds. Engagement continues to be a critical component of the MSU Strategic Plan and funding for this program is provided by the MSU Strategic Investment funds. The seed grant program goal is to promote outreach and engagement activities that involve faculty, students, and staff in partnership with local and regional constituents to address the needs of citizens in Montana and beyond. The grants are intended to encourage external and multidisciplinary partnerships and to leverage additional funds for engagement activities when possible.

Successful Outreach and Engagement Seed Grant proposals may:

- Identify and develop reciprocal relationships with external constituents
- Aim to improve quality of life and benefit the public good
- Test innovative solutions and applications for specified measurable outcomes
- Influence professional practice
- Include a communication/dissemination plan and presentation of the project results
- Apply proven strategies or unique solutions to a well-defined problem
- Establish a new engagement activity or expand an existing program to an advanced level

Award Information: Approximately $35,000 is available for this round of funding. The maximum award request is $5,000. Funding for any given proposal is one-time only, and awardees should not expect ongoing funding. Proposers are encouraged to use seed grant funds to leverage external funding and consider project sustainability. It is expected that funds will be spent by June 30, 2019.

Who Can Apply: MSU students, faculty and staff members may apply. The project team must include an MSU faculty/staff member, and an external partner. Preference will be given to proposals that include student involvement.

Eligible costs: Funds may be used for project operations including materials, communications (promotion/dissemination), student or participant stipends, travel and event or facility costs. All funds must be expended following MSU and State of Montana policies. Funds CANNOT be used to pay faculty or staff salaries or stipends. Funds cannot be used to purchase equipment unless justified in the proposal as essential to the success of the project. Indirect costs (F&A) should not be included. Funds will be transferred to the appropriate MSU department, college, or unit to be managed.

Timeline:

RFP distribution – September 13, 2018
Submission Deadline – October 5, 2018
Award Announcements – October 24, 2018
Final report and expenditures – June 30, 2019
Proposal Preparation and Submission:

Proposals should include a cover page, follow the Proposal Outline Form, and be no longer than 3 pages in length (using 12-point font and one-inch margins). Letters of support from external partner(s) to the project are required. Appendices totaling up to 4 pages may be included for additional documentation, (e.g. letter of support from participating partner, bibliography, etc.). The proposal budget form must also be completed and attached to the proposal. The proposal must be submitted online as a single PDF no longer than 8 pages and sent as an email attachment to Maureen Moulchin (Maureen.moulchin@montana.edu by 5pm on October 5, 2018.

Proposal Review Criteria and Selection Information:

1. How well does the proposal address MSU goals related to mutually beneficial engagement? (10 points)
2. Does the proposal address an identified community need as evidenced by literature, audience analysis, external partner data, or needs assessment? (15 points)
3. Do the proposed strategies and activities meet the identified need? (15 points)
4. Does the project involve MSU student(s) in a meaningful way? (15 points)
5. Is there evidence of a collaborative, multidisciplinary and/or reciprocal partnership? (15 points)
6. Can the project be completed or show significant measurable outcomes by the end of the project year? (10 points)
7. Is the project sustainable after the seed grant funding ends? Is there evidence of a plan to leverage funds or opportunities for future funding? (10 points)
8. Is there a communication plan for sharing project and outcomes with a broader community? (e.g., scholarly publications, conference presentations, media coverage, etc.) (10 points)

Award Requirements:

Awardees will be asked to share their project progress (and results) with the Outreach and Engagement Council during spring semester 2019. Awardees are expected to complete a final report no longer than 2 pages in length (plus an appendix to include photos, video clips, media coverage, etc.) no later than July 15, 2019. The report should include project outcomes and how the funds were spent. Funds must be expended by June 30, 2019.

For Council information and to see examples of previously funded projects please see:

http://www.montana.edu/outreachengagementcouncil/index.html

For more information contact:

Kim Obbink, Outreach and Engagement Council Chair
kobbink@montana.edu 994-5681
Outreach and Engagement Seed Grants – Deadline October 5, 2018

Cover Page

Project Title: ____________________________________________________________

Primary project coordinator:
Name: ________________________________________________________________
Title: _________________________________________________________________
Email: ________________________________________________________________
Phone: ________________________________________________________________

Other Project Partners – Name and affiliation
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Sponsoring department or unit to approve proposal and receive funds:
_____________________________________________________________________

Total budget request: $___________

Signatures:

Project Coordinator: ___________________________ Date: ______________________

Department Chair or Unit Director: ______________________ Date: ________________
OUTREACH AND ENGAGEMENT SEED GRANTS

PROPOSAL OUTLINE FORM – Deadline October 5, 2018

I. Cover Page

II. Project Abstract (200 word maximum)

III. How does this project enhance MSU’s strategic goals for engagement?

IV. Need or opportunity to be addressed (cite target audience and evidence of need)

V. Strategy for Addressing Need or Opportunity (Give evidence in the narrative of a timely, innovative, and plausible strategy with identified partners sufficient to meet the identified need).

VI. Describe the capacity of the team to implement the proposed project and the role and contribution of each partner. (Provide a letter of support from the project partner in the appendix)

VII. Describe the role of the student(s) in the project.

VIII. Describe evidence of a collaborative, multidisciplinary and/or reciprocal partnership.

IX. Evaluation Plan – Describe measurable outcomes and how these will be assessed. Include a timeline with major milestones and/or deadlines.

X. Continuation Funding Plan (if the project is intended to continue, identify a clear plan to find and/or leverage future funds for sustainability)

XI. Communication Plan (Explain how your project results will be disseminated to your colleagues and to the broader project community)

XII. Appendix
   a. Letter(s) of Support from external partners - required
### XIII. Budget form

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<td><strong>A. Personnel Costs</strong></td>
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<td><strong>External/Matching funds available</strong></td>
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<td><strong>TOTAL Project cost</strong></td>
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**BUDGET NARRATIVE:** Please provide a budget narrative explaining the funds requested. If external (matching) funds are available please describe the source and amount.