Montana State University Outreach and Engagement Seed Grants

Request For Proposals

2015-2016 Academic Year

The Montana State University Outreach and Engagement Council invites proposals for the 2015-2016 academic year seed grant funds. Funding for this program is provided by the MSU Office of the President 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.

The Engagement and Integration goals and objectives from the MSU Strategic Plan that align with this grant program include:

**Engagement Goal:** Members of the Montana State University community will be leaders, scholars and engaged citizens of their local, national and global communities, working together with community partners to exchange and apply knowledge and resources to improve the human prospect.

**Relevant Objectives:**

- Strategically increase service, outreach and engagement at MSU.
- MSU staff will have increased opportunities for engagement experiences.
- MSU will increase the percentage of students actively participating in student organizations.
- MSU will increase the number of students, faculty and staff involved in outreach activities, with particular attention to underserved areas and minority populations.

**Integration Goal:** By integrating learning, discovery and engagement, and by working across disciplines, the MSU community will improve the world. All members of the MSU community will have the opportunity to transcend the boundaries between learning, discovery, and engagement. This powerful integration will set MSU apart as a fully-formed land grant institution, committed to improving the world through education, research, and outreach, and by working across disciplinary boundaries to address the complex challenges facing the future.

**General Information**

**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 $20,000 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 sustainability as part of the proposed activity. It is expected that funds will be spent within one year of the award.

**Who Can Apply:** MSU students, faculty and staff members may apply. The proposal team must include an MSU faculty/staff member and an external partner.

**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 purchasing and payment 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:**
- September 2015 – RFP distribution
- Submission Deadline – November 15, 2015
- Award Announcements – December 7, 2015
- Outreach and Engagement forum – progress presentation – spring 2016
- Final report and expenditures – November 30, 2016

**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 partners 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 Sarah Rieger srieger@montana.edu by 5pm on November 15, 2015.

**Proposal Review Criteria and Selection Information:**
1. How well does the proposal address one or more of the MSU strategic goals related to Engagement and/or integration of learning, discovery, and 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 team have the capacity to carry out the proposal? Does the project involve MSU students? (10 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 how the project and outcomes will be shared with a broader community? (e.g., scholarly publications, conference presentations, media coverage, etc.) (15 points)

Award Requirements:

Awardees will be asked to present their projects in progress at a campus engagement forum to be arranged sometime during spring semester 2016. Awardees are expected to complete a final report no longer than 3 pages in length (plus an appendix to include photos, video clips, media coverage, etc.) no later than November 30, 2016. The report should include project outcomes and how the funds were spent. The final report instructions will be included in the award letter.

For more information contact:
Kim Obbink, Chair
Outreach and Engagement Council
kobbink@montana.edu 994-6550

References:
MSU Strategic Plan http://www.montana.edu/strategicplan/
Definition of engagement http://www.montana.edu/outreachengagementcouncil/
O&E Council web page http://www.montana.edu/outreachengagementcouncil/
Outreach and Engagement Seed Grants – Deadline November 15, 2015

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 November 15, 2015

I. Cover Page

II. Project Abstract (200 word maximum)

III. How does this project enhance the MSU Strategic Goals for Engagement or the Integration of learning, discovery, and 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 evidence of a collaborative, multidisciplinary and/or reciprocal partnership.

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

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

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

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

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<td><strong>External/Matching funds available</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.