

University Research Professor/Associate Program Request for Proposals

Application Deadline: Friday, May 8th, 2009 at 5 pm

For further information please contact a program liaison:

- Michael Briley (EGEP Team, Chair); phone: x7104; email: briley@uwosh.edu
- Linda Freed (Director, UW Oshkosh Office of Grants and Faculty Development); phone: x1415; email: freed@uwosh.edu

Background

The importance of research at liberal arts institutions is well documented. While teaching is our primary mission at UW Oshkosh, high quality teaching cannot be maintained without faculty and staff remaining actively engaged in timely, relevant, and rigorous research. A synergistic relationship exists between teaching and research that allows faculty and staff to achieve more and students to acquire invaluable, practical experience that prepares them for careers in their chosen fields. Knowledge resulting from undergraduate-faculty/staff collaborative research benefits state, local, and global communities as well. Unfortunately, performing such meaningful research usually requires substantial financial resources that only external sources can provide. To begin to address this issue, Chancellor Wells formed the External Grants Expansion Plan (EGEP) Team in October 2007. The overarching charge of the team is to develop a plan to enhance the abilities of faculty and staff to secure the requisite external funding to support their research.

As a key part of the Plan, the EGEP Team is pleased to announce the second call for proposals under the University Research Professor/Associate program. The program represents a special initiative and operates independently of the UW Oshkosh Faculty Development Program. Proposals are requested from: 1) faculty and staff with established or exceptionally promising records of securing external funding to support their research at UW Oshkosh and/or 2) faculty and staff resubmitting a proposal for external funding.

Preference and, if necessary, a fast track in implementation, will be given to projects that are directly tied to or that seek funding related to the American Recovery and Reinvestment Act of 2009. In addition to receiving funding to support grant writing, successful applicants will be designated University Research Professors (faculty) or Associates (staff). The specific objectives of the program are to:

1. Enhance the ability of faculty and staff to secure long-term, external funding to support their research.

2. Increase retention of faculty and staff with successful records of securing external funding that enhances not only their own research programs but the overall infrastructure for research for all faculty and staff at UW Oshkosh.
3. Increase the visibility of the grants- and research productivity of UW Oshkosh faculty and staff on campus, across the region, and beyond.
4. Foster mutually beneficial relationships between the UW Oshkosh research community and the northeastern Wisconsin and Fox Valley communities.

Eligibility

Only faculty and staff with 0.5 FTE or greater appointments are eligible to apply to the program. Persons who received support under the first round of the University Research Professor/Associate program are also ineligible.

Overview of Application and Award Process

Interested faculty and staff will apply for support by:

1. Identifying a project, an appropriate external federal funding agency, and a relevant program within that agency to which to submit a competitive proposal. The proposal must represent a request for at least \$150,000 in external, federal (not state) funds. UW Oshkosh must be the grantee organization; this program will not support applications for fellowships or other programs for which the individual is the grantee.
2. Submitting a proposal to the program written in the style and format of the funding agency to which an external, larger proposal to the funding agency identified in step 1 will later be submitted. The project narrative and budget submitted to the program must be drafted in accordance with the relevant request for proposals (RFP) or equivalent document published by the external funding source identified in step 1.

Proposals to the program will be reviewed by a panel consisting of members from the UW Oshkosh community, peer academic institutions, and the Fox Valley community (see below).

Budgets for supplies (if requested) and one semester of reassignment time (if requested) are provided immediately upon notification of receipt of the award. One-half of any requested CAS payment is made in the midst of the project, while the remaining half of the requested CAS payment is made once the proposal for external funding is submitted.

Proposals submitted to external funding agencies, but not funded, should be resubmitted. The program may provide additional support to strengthen proposals to be resubmitted. Support may include funds for supplies to secure additional pilot data and/or funds to support travel to the funding agency to meet with the relevant Program Officer/Administrator to discuss strategies to increase the competitiveness of the proposal.

Application

Proposers are required to work with University Research Professor/Associate program representatives as they plan, develop, and submit proposals. Applications from proposers who have not done so will be returned without review. In addition, proposers are required to submit proposals to the program electronically via email to Cindy Maas (maasc@uwosh.edu). Submissions must contain each of the following items (in PDF format; instructions for creating PDF files are available on the EGEP website at <http://www.uwosh.edu/egep>) received by **Friday, May 8th, 2009 at 5 pm.**

1. A completed University Research Professor/Associate Program Cover Sheet (available at <http://www.uwosh.edu/egep>)
2. The program RFP or similar document (a weblink to the document can be provided in lieu of the actual document) and a brief discussion of the appropriateness of the proposed project to the RFP. This discussion should include evidence of a conversation with the cognizant program officer at agency to which the proposal will be submitted.
3. Project Narrative: The narrative should begin with a summary of the project in a format matching the requirements of the funding agency. The narrative itself may be in a format of the proposer's choosing, but must contain the components described in the relevant RFP published by the agency to which the proposal for external funding will be submitted. It is understood the scale of the internally funded project will be smaller than the scale of the work for which external funding will be requested. As such, the project narrative for the proposal for internal funding will likely be far briefer than the project narrative of the proposal for external funding.
4. Milestones: The proposal narrative must describe and set deadlines for achievement of at least three specific, measurable, and tangible outcomes that will result from funding received through the program. Proposers are urged to be conservative in establishing milestones as they will be used to monitor project progress. Continued funding will not be provided to program participants who fail to meet milestones.
5. Strategy for Securing Long-Term External Support: The proposer must clearly articulate a detailed, long-term plan for sustaining external support beyond the term of the University Research Professor/Associate Program award. Future external funding sources and programs should be identified. An ambitious, but realistic, timeline should specify when the proposer intends to submit subsequent proposals to those programs.
6. Project Budget and Justification: A maximum of \$15,000 may be requested to support grant writing and associated activities. The format of the budget section must be in the format of the funding agency.

Proposers may request CAS, reassignment time from teaching (a maximum of one three-credit course), and/or funding for supplies. Requests for equipment must be approved by program liaisons prior to submission of the proposal. In addition, support for undergraduate/graduate student research technicians may be requested to ensure that

the proposer is able to obtain the quantity and quality of data necessary to maximize the competitiveness of her/his proposal. Fringe benefits for student research technicians must be included in the budget. Proposers wishing to include other items in the budget are strongly encouraged to consult with the University Research Professor/Associate Program liaisons. Continued funding is contingent upon the proposer meeting milestones described above. CAS payments are provided in two disbursements: one provided in the midst of the project and the final one after the proposal for external funding has been submitted. Proposers must use the budget format (and forms, if provided) of the agency to which the external proposal will be submitted in assembling the budget. A detailed budget justification must also be included that explains the proposer's need for each of the requested items.

Review of Proposals

The following questions will be used to guide review of each proposal:

- Does the proposer's record of securing external funding suggest that her/his proposal for external funding will have a high probability of being funded?
- Is the plan to draft the grant proposal to the external funding agency specific, ambitious, and realistic?
- Is the proposer's choice of funding agencies to support the project to be proposed appropriate?
- What feedback to the proposer has the cognizant Program Officer/Administrator at the targeted federal funding agency provided?
- Is the project feasible?
- What is the funding rate for the program to which the proposal will be submitted?
- Have measurable milestones been established?
- Has a detailed plan to continue to secure external funding beyond the term of the University Research Professor/Associate program award been described?
- What is the likelihood that the proposed activity will contribute significantly to the ability of other UW Oshkosh faculty and staff to secure external funding?

Review panels will consist of members representing:

- The UW Oshkosh community
- Faculty and/or staff at a UW Oshkosh peer institution
- The Fox Valley business community

Reviews will be considered advisory to the EGEP Team as it will have responsibility for identifying which proposals to fund. Constructive feedback from the review panel will be provided to proposers.

Progress

Progress will be monitored routinely (typically three times per year, at the conclusion of the spring, summer, and fall semesters) through surveys and/or interviews conducted by members of the EGEP Team. Continued funding (e.g., additional CAS payments) will be awarded only if proposer-determined milestones have been reached as determined by the EGEP Team.

Further Information

For further information, please contact program liaisons Michael Briley (EGEP Team, Chair) at 424-7104 (email: briley@uwosh.edu) or Linda Freed (UW Oshkosh Office of Grants and Faculty Development) at 424-1415 (email: freed@uwosh.edu).

Two open information meetings are also planned on **Friday, April 10th at 2pm** and **Tuesday, April 14 at 9am** (locations to be announced) during which members of the EGEP Team will be present to answer questions from potential proposers.