

UW OSHKOSH FACULTY DEVELOPMENT PROGRAM
SPECIAL GRANT MENTORING COMPONENT
REQUEST FOR PROPOSALS
Spring 2008

The Faculty Development Board invites the submission of proposals for the Special Grant Mentoring Component for review during the Spring 2008 application cycle.

This Faculty Development Program Special Grant Mentoring Component provides support for intensive training and mentoring in extramural grant proposal development, writing, and submission for those who are unfamiliar with these activities. This will be accomplished via a series of workshops combined with a mentoring program. The mentoring program will pair participants with more experienced UW Oshkosh faculty colleagues with a demonstrated record of extramural funding. The tangible outcome of this component will be the submission of a grant application and revision/resubmission, if necessary, for extramural funding by each of the participants.

Workshops. Participants will be expected to attend at least four grantsmanship workshops/seminars during the project period. Workshop/faculty college topics will be determined by participant needs and interests, and may include some or all of the following:

- Developing a funding strategy and finding the sources
- Positioning yourself to write the application
- Demystifying budget development
- Writing a competitive proposal – What it takes to be successful
- The submission process (on-line application systems, government forms, etc.)
- What you need to know about proposal review
- What you need to know when you do (or don't) get funded

Mentoring. Participants will be expected to work collaboratively with their mentors and with the other members of the Special Grant Mentoring Component cohort. This will require regular and active participation in group and individual mentoring sessions for planning, progress checking, goal setting, proposal writing and feedback. Mentors will be assigned by the Faculty Development Board.

The Faculty Development Program expects to fund up to 5 grant writer/mentor pairs to participate in this component during 2008. At the time the extramural grant application is submitted to the funding agency the participant and their mentor will each receive a stipend of 3.75% CAS. In addition, the participant will be awarded up to \$500.00 in auxiliary support for travel to confer with an appropriate program officer with the targeted granting agency. Projects will be evaluated based on the participant's likelihood of successfully getting extramural funding.

Procedures: All proposals must be submitted through the appropriate department unit and college offices. Proposal cover sheets are available on the web <http://www.uwosh.edu/grants/> or from the Office of Grants and Faculty Development.

Due Dates: Proposals are due in the appropriate College office (or Assistant Vice Chancellor, Assistant Chancellor) on February 25, 2008. After review by those offices, they will be forwarded to the Office of Grants and Faculty Development by March 3, 2008.

Project Periods: Proposals for projects that are scheduled to begin during Spring, 2008 may be submitted in this application cycle.

Number of Proposal Copies: Six stapled copies of each proposal (including two (2) copies with a cover sheet), are to be submitted to the department/unit head and Dean for signature. The Dean's Office keeps one copy with a cover page and sends the remaining five copies including one with a signed cover page to the Office of Grants and Faculty Development. In addition, each proposal should include (in order): an abstract, a proposal narrative (single spaced) and progress reports (if applicable). Pages should be numbered and stapled. Again, please note that only two copies are to include a cover sheet but a total of six stapled copies are to be submitted.

1. Proposals must include:

- An abstract,
- A proposal narrative describing a project idea for an extramural grant proposal targeted to a nationally-competitive external funding program, and for over \$75,000 in funding; a description of the groundwork already completed, a statement of your experience/needs in the area of grant seeking, and the identification of at least one potential funding source. In most cases, proposal narratives should not exceed 3 pages,
- A curriculum vita.

Additional Information: The Office of Grants and Faculty Development staff will not make any changes to any proposal once it is received. The maximum amount of CAS that can be requested at any time across all components cannot exceed 15% of the proposer's salary. The maximum amount of CAS that can be requested under the Special Grant Mentoring Component is 3.75%.

Detailed information is available in the Faculty Development Program Description, (the Red Book, July, 2006).

Resource Persons: In addition to the above suggestions, faculty who are considering submission of a proposal should contact their peers who have been successful in obtaining Faculty Development Program awards. Faculty can also contact Gary Adams (x2071 or email adamsg) or Linda Freed (x1415 or email freed) for more information.

Award Announcement: Final award decisions will be made in mid-April 2008.