

## The 1804 Fund

**Request for Proposals: Academic Year 2018-2019**

### DEADLINES

**February 15, 2019: Deadline for preliminary discussions with either the Dean of University College or the Vice President for Research and Creative Activity**

**March 15, 2019, 4:00 p.m.: Proposal submissions due**

### PROGRAM GOAL

The 1804 Fund, established by the Ohio University Foundation Board of Trustees and endowed by a gift from the estate of alumnus Paul C. Stocker, supports the University's core mission of maintaining, strengthening, and enhancing a learning-centered community. Such a community values and develops the teaching, learning, and research or scholarly activities of all its members. By its nature, the community promotes collaboration among units and interdisciplinary explorations and innovations.

The 1804 Fund focuses its support on student and faculty learning through two fund categories

1. Undergraduate Learning
2. Faculty Research and Graduate Studies

The overall goal of the 1804 Fund is to foster

- A superior undergraduate experience;
- Distinctiveness in graduate education;
- Excellence in research and scholarship;
- Pedagogies that connect service and learning;
- Integration of students into the full mission of the university (teaching, research, and service); and
- Competitiveness for external funding and attracting students.

Proposals are welcome that offer innovative strategies to achieve these goals.

All funded proposals are expected to disseminate the results of their project with the university campus as appropriate.

### CATEGORIES FOR SUPPORT

#### 1. Undergraduate Learning

**UG Learning-specific Goals:** In addition to the fund's overall goals, the Undergraduate Learning portion promotes (1) curricular innovations, and (2) programs and activities that enhance and

integrate undergraduate students' curricular and co-curricular experience.

Preference will be given to proposals that address this year's priority on the evaluation of student learning, and the undergraduate priorities outlined in the University's Strategic Plan, specifically the Four Fundamentals:

- Inspired Teaching & Research
- Innovative Academic Programs
- Exemplary Student Support Services
- Integrative Co-Curricular Activities

(<https://www.ohio.edu/provost/strategic-initiatives.cfm>).

Examples include projects or programs that

- Bring greater intellectual currency and coherence to the general education curriculum;
- Create learning communities to connect students with each other and with faculty;
- Advance the development of students' critical thinking skills;
- Use writing to further learning;
- Pilot models that improve teaching and learning;
- Involve undergraduates in research or creative activities;
- Develop service-learning courses; and
- Develop strategies to increase "student engagement," particularly in larger first- and second-year courses.

## 2. Faculty Research and Graduate Studies

**Faculty Research and Graduate Studies-specific Goals:** In addition to the fund's overall goals, the

Faculty Research and Graduate Studies portion promotes (1) research and scholarly activities and (2) innovations in graduate education. Investments in these areas stimulate new directions and enhance productivity in research and creative activity, and they foster the development of new approaches to graduate education.

Examples include projects or programs that

- Increase external support opportunities;
- Provide seed funding for specific projects;
- Enhance the research and creative activity infrastructure;
- Integrate teaching and research training into the graduate curriculum; and
- Develop and test pilot projects in graduate education.

For proposals in either category, special attention will be given to those that support the development of collaborations and multidisciplinary activities focused on the goal of submitting proposals to federal agencies for the support of curricular initiatives and/or a new teaching

and/or research center at Ohio University. These proposals should target a specific federal program and include an expression of interest from all partners in the collaboration. Proposals can be submitted by established centers or institutes or by new groups of individuals.

**\*\*Please Note: The 1804 Fund does not fund discrete, single research projects. These projects are better suited for the Baker Fund and Ohio University Research Council internal award programs. The 1804 Fund will consider multidisciplinary, multiple investigator research projects that also focus on research training opportunities for students.\*\***

### **PRELIMINARY DISCUSSION REQUIREMENT**

Proposal ideas must be discussed with appropriate chairs/directors and deans and either the Dean of University College (undergraduate proposals) or Vice President for Research and Creative Activity (faculty research and graduate studies proposals) before being fully developed. The intent of these discussions are to assist in refining proposal ideas and to identify issues that should be addressed prior to final proposal submission. These preliminary discussions must take place by February 15, 2019. Potential applicants whose ideas include both undergraduate and graduate areas of focus can meet with either the dean or vice president.

### **PROPOSAL PREPARATION GUIDELINES**

***These guidelines supersede previous versions.*** Please review the guidelines before submitting a proposal. Very meritorious proposals often are not funded because these guidelines are not followed, and the information needed to make an informed, objective decision is not available. Many review committee members feel that the care with which a proposal is prepared indicates the care with which the work will be done by the applicants.

The 1804 Fund provides support for up to two years following notification and account establishment. **Funds cannot be used to reimburse expenditures prior to account establishment dates.**

Questions concerning the proposal preparation process should be directed to Elizabeth Sayrs, Dean, University College, 593-1935, [sayrs@ohio.edu](mailto:sayrs@ohio.edu) (undergraduate learning proposals) or Roxanne Male'-Brune, Office of the VP for Research and Creative Activity, 597-1227, [male-bru@ohio.edu](mailto:male-bru@ohio.edu) (faculty research and graduate studies proposals).

### **PROPOSAL SECTIONS**

Pages should be numbered to facilitate the review process.

- |               |               |
|---------------|---------------|
| 1. Cover Page | use 1804 form |
| 2. Checklist  | use 1804 form |

3. Abstract	100-word maximum
4. Proposal Narrative	For <b>either</b> Undergraduate or Research/Graduate proposals: 5 single-spaced pages. For <b>Joint</b> proposals: 12 single-spaced pages
5. Budget and Justification	no limit specified
6. Required Appendices	no limit specified
7. Additional appendices (not required)	no limit specified

### 1. Cover Page *(Use provided form)*

Prepare a cover page (available at <http://www.ohio.edu/research/Funding.cfm>). Signatures **must** be obtained by the applicant and are required on the submitted proposal. The cover page **must** be the first page of the proposal. Do not provide any other covers or binders.

### 2. Checklist *(Use provided form)*

Prepare and sign the 1804 Fund checklist (available at <http://www.ohio.edu/research/Funding.cfm>). The goal of the checklist is to affirm that all the sections have been included and are compliant with formatting guidelines.

### 3. Abstract *(100-word maximum)*

On a separate page, include the proposal title and a brief, 100-word maximum abstract that is a clear and concise summary of the more detailed proposal. The abstract will be used to publicize funded proposals and should be a stand-alone description of the proposed project and written in lay language.

### 4. Proposal Narrative

The proposal narrative for projects to **EITHER** Undergraduate Learning **OR** Faculty Research and Graduate Studies is limited to **five (5)** single-spaced pages. The proposal narrative for a joint proposal, submitted to both the Undergraduate Learning and Faculty Research and Graduate Studies, is limited to **twelve (12)** single-spaced pages.

**Please Note: The review committee has broad University representation. Be sure the proposal narrative can be understood clearly by this audience.**

Narrative components should include:

**A. Project description:** Describe the project in sufficient detail, including project goals, to provide for a fair assessment of the proposed activities.

**B. 1804 program goals:** Describe how the project addresses the program goals outlined above (Overall goals, Undergraduate Learning-specific goals, and Faculty Research and Graduate Studies-specific goals, as appropriate) and how the proposed activities will improve the learning environment at Ohio University. Requests for equipment should be clearly justified in terms of the 1804 program goals; replacement or routine equipment requests are not typically funded.

**C. Measurement:** Identify the criteria that will be used to measure the achievement of clearly defined project goals.

**D. Sustainability:** The 1804 Fund provides support for up to two years. Describe how the project or project's purposes will be continued or maintained following 1804 funding. This description should address both activity and funding continuation (as applicable), as well as how the results of the activity can be shared with internal and external audiences.

For major equipment requests, include the following information:

- A plan to cover at least two years of both the maintenance/service contract costs and equipment/facility support personnel. These funds may be wholly or in part included in the 1804 Fund request.
- For any matching funds committed to the equipment purchase, maintenance/service contracts or support personnel, list the funding sources and include a letter of support from those individuals or units in the Optional Appendices.
- For subsequent years, applicants must describe the planned approach for funding the maintenance/service contract and support personnel. This may include the implementation of user fees (contact Grants Accounting for assistance to determine a fee structure) or annual contributions.

**Please note: A joint proposal *must* adequately address the goals, activities, and outcomes as related to both categories: undergraduate learning and faculty research and graduate studies.** This can be accomplished by writing separate narrative sections addressing all of the above elements for each category or as a combined narrative. Additionally, the narrative ***must*** describe how the separate components of the project will be integrated to meet the 1804 Fund goals of strengthening and enhancing a learning-centered community.

## **5. Budget and Justification** *(No page, margin, spacing, or font requirements)*

***Funds cannot be used to reimburse expenditures prior to account establishment dates.***

The budget should include major categories of expenditures, as well as sufficient justification to assess the expenditures' relationship to project goals and activities. Without sufficient justification, items may be eliminated.

**Match:** The budget should identify any matching support allocated to the project by the planning unit, college or other sources, by year. The match can be “in-kind,” including release time and graduate student support directed to the project. The use of university-owned or operated facilities should not be shown as match or cost sharing.

**For Joint proposals:** The applicant *must* provide separate budgets for undergraduate learning and faculty research and graduate studies components to allow for separate consideration and, if appropriate, partial funding.

Categories of budget items include:

**A. Consumable Supplies:** Enter dollar amount of requested funds. Provide adequate detail so that a person knowledgeable in the field of the proposed project can assess the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, please justify the purchase with 1804 funds.

**B. Equipment:** All major items of equipment, including computers, to be purchased with 1804 funds should be listed with the estimated cost of each item and components of each item, if applicable. Any equipment purchased with 1804 funding is Ohio University property.

**C. Faculty Stipend:** The committee considers academic-year release time a low priority, but requests will be considered under certain circumstances. As with all categories of support, a careful justification should be written that supports the need for release time. To calculate an academic year release time request, the amount should be based on the Part-time and Overload Minimum Teaching Rates for that fiscal year. This chart details cost rates per credit hour based on faculty rank and group type:

<https://www.ohio.edu/provost/apaa/overloads.cfm>. Fringe benefits should be calculated on the salary, as appropriate. The current fringe benefit rates can be found at <http://www.ohio.edu/finance/bpa/benefit.cfm>.

**D. Student Wages:** Student hours and pay rates should be justified based on the nature of the work being done. Include the following information in this section: hourly wage to be paid to the student and the number of hours to be worked; amount of semester stipend and percentage of effort (for graduate stipends); and the method for determining the hourly rate of pay. Extraordinary rates of pay will not be funded without a detailed justification. The Ohio minimum wage can be found at

[http://www.com.ohio.gov/documents/dico\\_2017MinimumWageposter.pdf](http://www.com.ohio.gov/documents/dico_2017MinimumWageposter.pdf)

The role and task of any personnel on the project should be defined in the justification and/or the discussion section. This explanation is particularly important for graduate students employed on the project.

**\*\*Please Note: Under no circumstances does support for graduate student wages or stipends include or “trigger” a tuition waiver.\*\***

**E. Travel:** Travel should be calculated according to the rates and policies outlined in university policy (41.121). Information on travel reimbursement is available at:

<http://www.ohiou.edu/policy/41-121.html>. Travel should be delineated as ground transportation, airfare, parking, and other related expenses. Applicants should show the total cost and cost per unit (e.g., hotel cost x number of nights). Without sufficient details, funding may be reduced.

**F. Other:** Enter the dollar amounts and description of any other costs that are not included in the above-listed categories.

#### **6. Required Appendices** *(No page, margin, spacing, or font requirements)*

**A. 1804 funding history:** List previous 1804 Fund awards received by the principal investigator/project director within the past five (5) years. Provide proposal title, award date, amount awarded, how funds were used, and outcomes achieved as a result of the award; or attach copies of the final reports.

**B. Letters or memoranda of commitment** from **ALL** offices or units whose collaboration is required for the successful completion of the project.

**C. Biographical sketch(es):** *(2 pages per person (PI and key co-investigators); no font, margin, or spacing limitations)*

Submit a short biographical sketch (no more than two (2) pages) for the principal investigator and all key co-investigators. If the proposal is for a multi-user facility or instrument, attach biographical sketches for the major users of the facility or instrument. The biographical sketches for a multi-user project should include a short abstract or summary of the faculty member's research that relates to the facility or instrumentation proposed in the application. The biographical sketch should include:

- Current position/rank
- List of up to five (5) publications or funded grants closely related to the proposed project and five (5) other significant publications, including those accepted for publication.
- Other professional activities, awards, and accomplishments that are closely related to the proposed project.

#### **7. Optional Appendices** *(No page, margin, spacing, or font requirements)*

These might include lists of participants, equipment quotes, or course syllabi. Copies of articles or publications are discouraged.

### **PROPOSAL SUBMISSION**

Submit one **(1) one electronic copy** of the entire proposal (with required signatures) no later

than 4:00 p.m. on the deadline. The proposal may be emailed as an attachment or submitted on a CD-ROM. All proposals must be a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name) and must contain the entire proposal, including all appendices, unless authorized prior to the deadline.

**Regional campus faculty only:** An applicant may request permission to submit his or her proposal on a CD-ROM and send via mail. The package containing the CD must be postmarked no later than 4:00 p.m. on the deadline date. Alternatively, the proposal may be submitted via email as an attachment no later 4:00 p.m. on the deadline date.

Submit proposals to the following office:

- Faculty Research and Graduate Studies: 101A RTEC ([male-bru@ohio.edu](mailto:male-bru@ohio.edu))
- Undergraduate Learning: 140 Chubb ([smiths9@ohio.edu](mailto:smiths9@ohio.edu))
- Joint Proposals: either office

### **SPECIAL INSTRUCTIONS**

If there is anything about your proposal that requires special handling or consideration, it is essential that you contact the appropriate office for approval prior to submission.

### **SCHEDULE FOR PROPOSAL REVIEW**

**February 15, 2019:** Deadline for preliminary discussions with either Dr. Elizabeth Sayrs (undergraduate learning) or Dr. David Koonce (faculty research and graduate studies). **A preliminary meeting by February 15, 2019 with either Dr. Koonce or Dr. Sayrs is required prior to proposal submission.**

**March 15, 2019, 4:00 p.m.:** Deadline for proposals submitted to:

- Faculty Research and Graduate Studies: 101A RTEC ([male-bru@ohio.edu](mailto:male-bru@ohio.edu))
- Undergraduate Learning: 140 Chubb ([smiths9@ohio.edu](mailto:smiths9@ohio.edu))
- Joint Proposals: either office

**April:** Proposals reviewed by a committee advisory to the Dean of University College or Vice President for Research and Creative Activity. In addition to the committee recommendations, the Dean and Vice President will solicit recommendations from the Dean or planning unit head of the proposals from that college/unit.

**May:** A report and funding recommendations are submitted to the Provost from the Dean of University College and the Vice President for Research and Creative Activity.

**Summer:** Recommendations presented to Ohio University Foundation by President, and the Ohio University Foundation Board makes funding decisions. 1804 Awards announced following the funding decisions.