



UWW ORSP DEADLINE: 11 APRIL 2011

## UNIVERSITY OF WISCONSIN-EXTENSION PROGRAM INNOVATION FUND

# INTRAMURAL GRANT APPLICATION PACKAGE

X

**University of Wisconsin-Whitewater Office of Research and Sponsored Programs Intramural Transmittal Form.** ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

X

**Proposal Development and Submission Instructions.** Each University of Wisconsin grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

X

**Grant Program Forms.** Each University of Wisconsin grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

X

**Additional Proposal Development and Submission Resources.** University of Wisconsin grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

*The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ALL proposals must be submitted to ORSP. Grants submitted to directly to System or Extension may not be reviewed.*

DENISE EHLEN, Director, 262-472-5212, ehlend@uww.edu  
RON FLEISCHMANN, Associate Research Administrator, 262-472-5212, fleischr@uww.edu  
ORSP, 2243 Andersen Library, [www.uwworsp.org](http://www.uwworsp.org)





UNIVERSITY OF WISCONSIN  
WHITWATER

RSP APPROVAL & CERTIFICATION  
TRANSMITTAL



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

<b>FUNDING COMPETITION INFORMATION</b> Deadline:		<b>RSP USE ONLY</b>		ID:
1. Sponsor & Program:		Date Submitted:		
2. Address:		Number of Copies to Sponsor (original +)		
3. Telephone:	Fax:	Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A		
4. Web:	Notes:	GT Proposal Entry:		GT Award:
<b>PROPOSAL INFORMATION</b>				
5. Principal Investigator:		5a. Department/Division/Institution:		
5b. Address:		Phone:	Fax:	Email:
6. Co-Investigator:		6a. Department/Division/Institution:		
6b. Address:		Phone:	Fax:	Email:
7. Co-Investigator:		7a. Department/Division/Institution:		
7b. Address:		Phone:	Fax:	Email:
8. Co-Investigator:		8a. Department/Division/Institution:		
8b. Address:		Phone:	Fax:	Email:
9. Project Title:				
10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		<b>AWARD INFORMATION – RSP USE ONLY</b> <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT		
11. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA# )		
12. Match Information \$		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To		
13. Begin Date End Date		Total Award Begin Date End Date		
<b>REQUIRED CLEARANCES – Does the project involve:</b>				
14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?				Approved? (choose one)
15. use of human subjects, human tissue or vertebrate animals?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
16. action involving space, remodeling, or construction?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
17. hiring non-UWW personnel?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
18. requires release time by PI (and/or Co-Is) in support of project activities?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
19. creation of new degree programs or services?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
20. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?				<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
<b>REQUIRED SIGNATURES</b>				
<b>PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR</b>		<b>SIGNATURE</b>		<b>DATE</b>
I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin.				
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)				
<b>DEPARTMENT CHAIR/UNIT DIRECTOR</b>		<b>SIGNATURE</b>		<b>DATE</b>
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).				
<b>COLLEGE DEAN/DIVISION DIRECTOR(S)</b>		<b>SIGNATURE</b>		<b>DATE</b>
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).				
<i>Applicants submitting proposals including an international component must secure the signature of the Director of the Center for Global Education in this cell.</i>				
<b>RESEARCH AND SPONSORED PROGRAMS CERTIFICATION</b>		<b>SIGNATURE</b>		<b>DATE</b>
By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.				
INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:		DATE:		TYPED NAME: DENISE EHLEN

# UNIVERSITY OF WISCONSIN-EXTENSION *PROGRAM INNOVATION FUND*

## **ADDITIONAL NOTES & RESOURCES**

Electronic submission of proposals **MUST** be coordinated with the Office of Research and Sponsored Programs (ORSP). ORSP will coordinate the review, sign-off, and ranking by UW-Whitewater's Continuing Education representative.

Additional resources available online to aid in proposal development include:

### **Descriptions of UW-Extension Divisions**

<http://www.uwex.edu/index.html>

### **UW Colleges**

Descriptions <http://www.uwc.edu/administration/>

Map with Campus Locations <http://www.wisconsin.edu/campuses/>

Mission <http://www.uwc.edu/administration/mission/>

Vision <http://www.uwc.edu/administration/vision/>

### **Summary of Previously Funded Programs**

<http://uwex.uwc.edu/innovation/documents/projects1997-2009.pdf>

<http://uwex.uwc.edu/innovation/documents/2010-2011AwardeesListing.pdf>

### **“Planning a Program Evaluation” Publication**

<http://www.uwex.edu/ces/pdande/evaluation/evaldocs.html>

These resources can also be found on the Office of Research and Sponsored Programs website at: <http://www.uwworsp.org/media/crossdiv.htm>.

To request a hard copy, please contact the Office of Research and Sponsored Programs.

Contact Denise Ehlen (ehlend@uww.edu, x5212) with additional questions.

# Program Innovation Fund

## Call for Proposals to the UW-Extension Program Innovation Fund

“Innovation emerges when different bodies of knowledge, perspectives, and disciplines are brought together.”  
(John Kao, Innovation Nation, 2007)

The Provost and Vice Chancellor of UW-Extension invites innovative, interdisciplinary proposals that address UW System Growth Agenda strategic goals (see #1 below) for consideration through the Program Innovation Fund. Requests need to align with one or more of these strategic goals. Approximately \$150,000 will be available in FY12 for this purpose.

### Proposals Should:

1. Advance one or more of the following UW System Growth Agenda strategic goals (<http://www.wisconsin.edu/growthagenda/>):
  - a. Grow People: Produce More Degree Holders
  - b. Grow Jobs: Create More Well-Paying Jobs
  - c. Grow Communities: Build Stronger Communities
2. Build cross-divisional/campus partnerships that bring together differing disciplines and perspectives
3. Include engagement with a community partner
4. Include innovation

### Funding Guidelines:

Program Innovation Funds can support salaries and fringes of staff working on a funded project for the year of the project (July 1, 2011-June 30, 2012). Program Innovation Funds do not include *FTEs* for staffing. If proposals require more than one year of work, writers may propose a plan and budget that could be extended for an additional year. However, the second year is not guaranteed and will be considered with the new proposals that are submitted that second year.

### Proposals should represent the collaborative work of:

- at least two divisions of UW-Extension (<http://www.uwex.edu/about/documents/UW-Ext-Org-Chart.pdf>), **OR** at least one UW-Extension division and one UW College campus or continuing education unit from any UW institution;
- **AND** a community partner or statewide agency. (i.e., There must be at least three project collaborators, including the applicant, for a project to be eligible for funding. Your proposal should make clear how each of the collaborators is integral to the project.)
- Additional partners are welcome but not required.

Project leader(s) must be employed at least half-time by either UW Colleges, UW-Extension, a UW campus continuing education or SBDC unit, or be a UW faculty or staff member who holds an Extension appointment of 50% or greater.

### **Submitting a Proposal:**

**Proposals, including all supporting documents, are due April 18, 2011 and must be submitted together electronically to [judy.ballweg@uwex.edu](mailto:judy.ballweg@uwex.edu) (608-890-3158). Entire proposal must include page numbers.** For additional assistance, contact Greg Hutchins, [greg.hutchins@uwex.edu](mailto:greg.hutchins@uwex.edu) (608-262-4387)

### **Proposals should include:**

#### **1. Cover Page and Budget Plan (templates available on website).**

**Cover Page:** Includes the project title, project leader and partners, contact information, a project abstract (150 word limit), and a funding request.

**Budget Plan** (5 points): Include a brief description for each line item on the worksheet, including other funds (if any) that will support the project. NOTE: While matching funds are not required, evidence of other financial support that leverage the program innovation funds or insure a project's sustainability will enhance the proposal.

#### **2. Project Description: narrative description with a maximum length of four pages.**

**Situation** (10 points): describe what problem your project will address.

**Priorities** (25 points): describe (1) what is innovative about the project, and (2) how it relates to the UW System Growth Agenda strategic goals listed above.

**Inputs** (15 points): describe the roles of project leader and partners, and the resources that will be invested in the project. Address each participant's role and contribution to the project's efforts. Commitment letters are required. See Item #4.

**Outputs** (15 points): describe the project implementation plan as well as the demographics and number of people the project intends to serve.

**Outcomes/Impacts** (15 points): list project goals and expected measurable outcomes.

#### **3. Evaluation Plan: maximum length one page (15 points):**

Given the innovative nature of these projects, the lessons learned from the endeavor may be just as important as the project's intended outcomes. The evaluation plan should address what you hope to learn from the project and how you will collect and analyze information to answer those questions.

#### **4. Partner Commitment Letters**

Each partner must provide a letter of commitment that describes specific roles and responsibilities. The project leader is not required to provide a letter of commitment.

## Special notes:

- (1) The Review Committee and the UW-Extension Vice Chancellor reserve the right to recommend partial funding.
- (2) **Funding for fringe benefits should not be included** in the budget request. Funding for fringe benefit expenditures will be covered at the end of the fiscal year.
- (3) Funding for the salary of a Coop Ext employee who is full-time, base-funded cannot be included.
- (4) Project funds must be expended in FY11 (July 1, 2011 to June 30, 2012), unless funded for the second year which extends the deadline.
- (5) **Proposals that involve a 4-year UW Campus Continuing Education unit:** These proposals will require the review, sign-off, and ranking (if there are multiple proposals from a campus) of the Continuing Education Extension Committee (CEEC) representative from that institution. The CEEC representative's signature and proposal ranking (if necessary) should appear on the cover page of the proposal.

## What is the Review Process?

Submitted proposals will be circulated by the Vice Chancellor's office to the appropriate UW-Extension Deans and Directors and UW Colleges Provost for review and signature. Proposals will then be forwarded to the Program Innovation Fund Review Committee. The Review Committee is comprised of representatives from across UW-Extension and the UW Colleges. Its role is to make advisory funding recommendations to the Vice Chancellor of UW-Extension, who will make the final determination on funding by early July, 2011.

**Required Reports:** Funded projects will be required to submit the following:

1. **January 23, 2012:** A brief mid-year progress report to assess progress-to-date and to determine if other non-financial assistance may be needed.
2. **August 27, 2012:** An end-of-project report which describes and evaluates the project's output and outcomes, and addresses lessons learned. You will also be asked about collaboration between partners, and what promoted or limited effective collaboration.

Details and Forms can be found at <http://uwex.uwc.edu/innovation/>

**For further information,** please contact the office of the Vice Chancellor, UW-Extension:

Judy Ballweg, [judy.ballweg@uwex.edu](mailto:judy.ballweg@uwex.edu) (608-890-3158) or

Greg Hutchins, [greg.hutchins@uwex.edu](mailto:greg.hutchins@uwex.edu) (608-262-4387)

# 2011-12 Program Innovation Fund

## Cover Page

**Project Title:**

**Project Leader Name and Title:**

**Division / Campus:**

**Address:**

**Telephone / Fax:**

**Email Address:**

**Partners – *List all* with name, title, UWEX division/UWC campus, or other affiliation:**

**Division / Campus:**

**Community / Agency:**

**FUNDING REQUESTED: \$**

**UW System Growth Agenda strategic goal(s) addressed:**

- Grow People: Produce More Degree Holders
- Grow Jobs: Create More Well-Paying Jobs
- Grow Communities: Build Stronger Communities

**PROJECT ABSTRACT (150 words or less):**

*This section to be completed only if project involves staff from a 4-year campus-based Continuing Education unit.*

\_\_\_\_\_  
Signature of CEEC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ranking (if applicable)

# UWEX/UWC 2011-12 Program Innovation Fund Budget Plan

<b>Project Title:</b>				
<b>Project Lead Name/Address/Phone/Email:</b>				
<b>Divisional Budget Director Name/Address/Phone/Email:</b>				
<b>FUNDING REQUEST</b> (Provide brief description for each line item)	<b>A</b> Program Innovation Funds Requested	<b>B</b> Unit/ Institutional Contribution (1)	<b>C</b> Other Funds (2)	<b>TOTAL</b>
<b>Salaries (3)</b> List:				-
				-
				-
				-
<i>Subtotal</i>	-		-	-
<b>Supplies &amp; Expenses</b> Travel Non-Capital Equipment Other				-
				-
				-
				-
				-
<i>Subtotal</i>	-		-	-
<b>Capital Purchases</b> List:				-
				-
				-
				-
<i>Subtotal</i>	-		-	-
<b>TOTAL</b>	-	-	-	-

(1) These column B figures represent the contributions (in-kind or cash) that the units requesting the Program Innovation Grant funds will make to the project.

(2) These column C figures represent the contributions from sources other than the grant (column A) and the unit (column B), and may come from sources such as foundations and other outside granting agencies.

(3) Specify the personnel by name if possible, and by type of appointment (LTE, student hourly, etc). Include salary costs only -- do not include fringe benefit costs.

