# Vandal Ideas Project: Transform

# Request for Proposals

**Vision**

To tackle today’s greatest challenges, to investigate ideas that matter, to have significant impact on the region, to engage our stakeholders requires multidisciplinary approaches. The Vandal Ideas Project: Transform (VIP) is a competitive university-wide grant program to stimulate bold new ideas that support our strategic plan focus on improving the “keep-on” rates (retention, persistence and graduation) at the University of Idaho.

**Criteria**

* All faculty, staff and students are eligible to apply. A faculty member may participate in or submit only one seed grant proposal. Students may submit their own projects independently or with faculty and staff. Collaboration among colleges and faculty, staff and students is strongly encouraged.
* VIP grants are made for a period of 12 months, from July 1, 2019 to June 30, 2020 to coincide with the fiscal year. In limited cases the VIP program chairs may consider an exception to the standard timeline if the request is well justified. The Principal Investigators must state the anticipated start date and expected date of completion. An award letter will be sent to the PI with their actual award dates.
* Proposals will be given a score out of 100 points by the VIP proposal review committee. Membership on the committee will be limited to any dean who has a proposing team from their College as well as representatives from Student Affairs, Enrollment Management, and ASUI. The scoring will be based on the following:

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| --- | --- |
| Feasibility of project | 10 points |
| Methodology | 20 points |
| Likely impact of project on keep-on rate | 40 points |
| Sustainability plan | 20 points |
| Budget rationale | 10 points |

* Proposals will be prioritized based on scores and forwarded to the Provost and President for final review and award.

# Guidelines

Use single spacing, one-inch margins and a font size of 12 points. Do not include extra materials. Proposals that do not follow these guidelines will be returned without review.

**The proposal submission page will open on November 1, 2018. Proposals are due by 5:00 pm on Tuesday, January 22, 2019, and should be submitted here**: [VIP: Transform Program Proposal](https://uidaho.co1.qualtrics.com/jfe/form/SV_emouAWBFBDMepo1). **The submission link also includes the cover sheet and budget sheets that must be used for the proposal.**

The final proposal should be **a single pdf document** that includes:

* 1. [**Cover sheet**](Vandal%20Ideas%20Project%20Cover%20Sheet_2018.docx) **(1 page):** Complete the cover sheet included in this application packet.
  2. **Narrative (5 pages max):** PIs are encouraged to follow the structure below.
     + Abstract (**required**, limited to 200 words).Provide a non-technical description of the problem, work to be performed, and expected outcomes.
     + Describe the proposed VIP Keep-On project. Include activities/strategies that will be implemented and ways they may affect the keep-on rate. Provide a project timeline that includes projected start and end date.
     + Explain the methodology that will be used and describe how outcomes will be measured.
     + Describe how the project will be sustained and/or scaled past the funding period.
     + Clearly delineate the roles and synergies that the team brings to the project.
  3. **Bibliography/References Cited (optional):** One page maximum and not counted toward the narrative page limit. Note: an in-depth review of the literature is not expected for the proposal.
  4. **Budget Form:** The budget must be reasonable and well justified. The resources needed to complete the project should be completely and clearly described. Funds may be used for partial support of undergraduate or graduate students. Up to one month of PI summer salary may be allowed. The maximum award is $50,000, and more modest proposals have a higher likelihood of being funded. Budgets that exceed the maximum amount will be returned without review. The review committee reserves the right to reduce the size of the budget. Because these are internal funds, no Facilities and Administration fees (F&A) will be assessed on these awards.
  5. **Biographical Information (1 page maximum)**. Provide descriptions, not CVs. Please include:
     + Field and date of investigator's highest degree or, if a student, field of study and degree sought.
     + Date of initial appointment as a faculty or staff member at UI. For students, initial semester student enrolled at UI.
     + Present job title, if applicable.