**Extension, Engagement, & Economic Development Seed Grant**

**Proposal Guidelines and Application**

**2015-2016 Fiscal Year**

**I. General Information**

The purposes of the Extension, Engagement, & Economic Development Seed Grant Program are to stimulate faculty and EPA professionals to address the needs of citizens of North Carolina and beyond, to encourage external and multidisciplinary partnerships, and to leverage additional funds for extension, engagement, and economic development endeavors. Proposals should address at least one of the five NC State goals from the 2011 Strategic Plan (<http://info.ncsu.edu/strategic-planning/overview/pathway-to-the-future/>). Included in this list below are strategies from the Strategic Plan which align with this grant program.

1. Enhance the success of our students through educational innovation.
	1. Improve mentoring of graduate students.
	2. Provide high-impact educational experiences for undergraduates
2. Enhance scholarship and research by investing in faculty and infrastructure.
	1. Provide opportunities to facilitate faculty career development.
	2. Align research resources to advance the capacity of our researchers and partners.
3. Enhance interdisciplinary scholarship to address the grand challenges of society.
	1. Concentrate investment of university resources in identified areas of emphasis.
	2. Lower the barriers between disciplines and departments.
4. Enhance organizational excellence by creating a culture of constant improvement.
	1. Enhance institutional pride among all staff, faculty, and students.
	2. Encourage diversity and inclusion.
	3. Facilitate work/life balance.
	4. Promote collaborations among faculty and staff.
	5. Align resource allocation with strategic priorities.
	6. Diversify financial resources.
5. Enhance local and global engagement through focused strategic partnerships.
	1. Support and provide opportunities for increasing students' civic and global knowledge, experience, and perspectives.
	2. Enhance active and sustainable partnerships, locally, regionally, and globally.

**Important Note:** *Proposals that are deemed by reviewers to be primarily research proposals will not be considered. Extension, Engagement, & Economic Development (EEED) proposals should feature engagement (i.e., mutually beneficial societally and economically relevant partnerships between university constituents and state, national, and global communities).*

 In addition, EEED proposals will:

* Apply research-based knowledge to a well-defined problem;
* Test innovative solutions and applications for expected results;
* Influence professional practice;
* Improve quality of life and benefit the public good;
* Identify and develop reciprocal relationships with external constituencies; and
* Include a communication and dissemination plan.

Seed Grants are available for NC State faculty and EPA professionals to pursue the following program goals:

* Program Development – Initiate new and innovative programs that utilize NC State personnel expertise to address critical issues.
* Partnership Development – Develop and position collaborative, interdisciplinary and external partnerships to create comprehensive responses to critical issues. Position interdisciplinary teams to attract external funding and resources for EEED efforts by providing support for grant writing expertise and assistance.

Interdisciplinary proposals and other proposals that include substantive student involvement and/or address professional development for faculty and EPA professionals will be looked upon favorably by the reviewers. Faculty and staff who plan to develop new skills and abilities must identify how any professional development experience will benefit a target population or address a critical issue.

Successful proposals must address the use of the seed funds towards sustainability of the project, whether through internal or external funding sources. For example, the services of a grant writer can be paid for with Seed Grant funds. A pilot effort that will strengthen applications for clearly identified upcoming state, federal, or foundation grant competitions is another good use of these funds. They may also be used to develop a self-sustaining program through receipt generation.

Those receiving grants must conduct an appropriate evaluation of the project to determine the benefits to the population being served. Applicants are encouraged to use the NC State Benchmarking Economic Development Impacts (BEDI) logic model framework (<http://www.ncsu.edu/extension/documents/Impact_2_fulldraft_1.pdf>) as a planning tool to generate an evaluation plan. The plan should include means to identify, measure, and assess future outcomes or impacts and significance of the project. Due to the short timeframe of these projects, reviewers will be looking for potential progress towards expected future impacts.

**II. Eligibility Information**

Any NC State faculty or EPA professional is eligible to apply. Individual applicants can be the principal or lead investigator on one proposal only. Faculty **do not** need to have extension appointments to apply.

**III. Award Information**

Approximately $120,000 may be available for Seed Grant awards during fiscal year 2015-2016. Additional funding may become available for proposals emphasizing interdisciplinary projects. The maximum individual Seed Grant award will be $10,000. The funding cycle will end June 30, 2016, at which time any unused or unencumbered funds will transfer back to the Office of Outreach and Engagement. Projects will not be renewed. Carry-over from one fiscal year to the next is contingent upon approval.

**IV. Proposal Preparation and Submission Instructions**

Proposals should follow the Proposal Outline Form and be no longer than five (5) pages in length using 12-point font and 1-inch margins. Appendices totaling up to four (4) pages may be included for additional documentation, (e.g. letter(s) of support from participating partner(s), evaluation plan, bibliography, news releases, etc). The Proposal Budget Form must also be completed and attached to the proposal. The total length of the full proposal should be no longer than 10 pages and be submitted as a PDF.

In preparing the budget, awards may not be used for salary supplements or equipment. Indirect (F&A) should not be included.

Awards may be used for student support, temporary labor, travel, communications, and supplies. **A 50% match is required from either internal and/or external sources**. Any combination of in-kind and/or cash contributions are acceptable. **The submission deadline is January 30, 2015, 5:00 PM**, by which the following must be completed:

Multiple Applicants are allowed per department/ unit. We no longer require signatures on the Proposal Outline Form, instead requiring that all proposals be routed through PINS. PINS records must be entered and routed in the PINs system **at least 5 business days** prior to the January 30th deadline, to allow Contracts and Grants time to look over the project and responsible parties to approve the proposal (Note: some colleges require more than 5 business days to review the PIN record, so plan accordingly). Applicants will enter proposals into PINS through the following web site: <http://research.ncsu.edu/sparcs/systems-portal/pins/>

Applicants will complete the proposal forms attached to this document. The forms can also be found as Word files online at: <http://www.ncsu.edu/extension/awards/seedgrants.html>

Submit a PDF version of your full proposal (Proposal Outline Form, Budget, and Appendices) to: Jenna Jeffrey, jgjeffr3@ncsu.edu, Subject line: 2015-16 Seed Grant

**V. Proposal Review and Selection Information**

Faculty and EPA professionals who are members of the University Standing Committee on Extension, Engagement, & Economic Development will review proposals. Following an initial screening by the committee for eligibility, each proposal will be evaluated by the committee based on the following eight (8) criteria:

(1) Does the proposal address at least one of the five strategic goals substantively? (10 points)

(2) Does the proposal address a critical need facing North Carolina and beyond, as evidenced by literature, core studies, audience analysis, or needs assessment? Is this evidence cited in the narrative or via attached appendices? (15 points)

(3) Will the proposal strategies adequately address the identified need? (10 points)

(4) Do the principal investigator(s) and/or implementation team have the capacity to carry out the proposal? (15 points)

(5) Is there evidence of a collaborative, multidisciplinary/interdisciplinary and reciprocal partnership – internal or external to the University? (15 points)

(6) Can the project be completed or show significant outcomes or impact by the end of the project year? Have the expected outcomes or impacts and how they will be measured been clearly communicated? Will BEDI or another evaluation tool be used to address this? (15 points)

(7) Is the project sustainable with either internal or external funding after the seed grant funding ends? Has evidence of a clear plan to leverage future funds for this or a related project to become sustainable been presented? Have potential funding opportunities been identified? (10 points)

(8) Is a communication plan included for how the project and its expected outcomes or impacts will be shared with the greater EEED community, e.g., scholarly publications, conference presentations, media coverage, etc.? (10 points)

Each proposal will be rated by its reviewers on a 100-point scale, based on a proposal’s ability to meet the prescribed criteria. Reviewer comments will be available upon request after the awards are announced. If a USCOEEED committee member submits a proposal, he/she will not review his/her own proposal and will not participate in conducting the initial screening for eligibility.

The timeline for the 2015-16 competition follows:

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| December 3, 2014  | Request for Proposals announcements go out/Post to Office of Outreach and Engagement website, and other relevant venues |
| January 30, 2015 | Proposals due by COB to Office of Outreach and Engagement and in PINS  |
| February 16, 2015  | Judging by USCOEEED members concludes |
| March 16, 2015 | Awardees notified  |
| Mid April, 2015 | "Celebrating the Engaged University" award ceremony |
| July 1, 2015 | Funding cycle begins |
| June 30, 2016 | Funding cycle ends |
| September 12, 2016 | Final report due to Office of Outreach and Engagement  |

 **VI. Award Administration**

Awardees are expected to complete a final report, no longer than three (3) pages in length (plus an appendix to include pictures and/or video clips of the project) to be submitted to the Office of Outreach and Engagement (Jenna Jeffrey, jgjeffr3@ncsu.edu) no later than **September 12, 2016.**

The final report should include the following information:

* Required Feedback:
	+ Program Objectives and Outcomes/Impacts – How was the identified need or opportunity addressed and how were these outcomes or impacts evaluated? How did this project contribute to the economy or overall quality of life of North Carolina or the target population? Was BEDI or another evaluation tool used as a planning tool (http://www.ncsu.edu/extension/documents/Impact\_2\_fulldraft\_1.pdf )?
	+ Human Enrichment – Describe the involvement of and impact on individuals who worked with the project, including principal investigator(s), students, collaborators and program participants. How were these impacts evaluated?
	+ Sustainability and Future Funding – Will the program continue? Describe additional funds for this program that have been sought and obtained or are pending.
	+ Appendix – pictures, PowerPoint and/or video of qualitative and quantitative impacts
* Additional Contributions:
	+ How did this project contribute to the University?
	+ How did you communicate the outcomes of this project to the broader community (department, college, university, state or nation)?
	+ Describe and include when possible any media coverage of this project.
	+ How did this project contribute to your scholarship? Include any publications or conference presentations.

Awardees are also expected to participate in a follow-up survey that will be distributed online two years post-completion of the Seed Grant project.

**VII. Contacts**

For more information, contact:

Andrew Behnke, Chair, University Standing Committee on Extension, Engagement, & Economic Development, 919-559-8288, aobehnke@ncsu.edu

Jenna Jeffrey, Strategic Resource Development & Knowledge Management, Industrial Extension Service, Outreach & Engagement, 207-409-3374, jgjeffr3@ncsu.edu