



The Outreach and Engagement (O&E) Incentive Grants Program seeks to align interdisciplinary faculty, their expertise, their students, and their research work to address significant community challenges in Wake County. Our hope is that these incentive grants will increase research efforts in key areas and will leverage additional investment. This program also supports student engagement through faculty and community collaborations.

The incentive grants will work to stimulate interdisciplinary proposals that will be competitive for extramural funding, jumpstart innovation, and broaden the base of faculty, staff, students and community partners participating in institutional engagement priorities. Interdisciplinary collaborations are considered to be intensive work that integrates information, data, techniques, tools, perspectives, concepts, and theories from two or more disciplines to advance understanding and present opportunities to solve problems.

Eligibility

Proposals may be submitted by any NC State faculty member or EHRA staff who is eligible to submit a proposal to an external funding agency.

Award Amount and Duration

Awards can be up to \$10,000 per project and will become available in May 2023. The maximum number of awards for the Spring 2022 competition is three (3). The funds would be available for use until the end of June 2024.

Funding for the Incentive Grants comes from the Office of the NC State Vice Chancellor for Research and Innovation (ORI). It should be assumed that this is a one-time grant.

The FY23 Incentive Grants Program funding cycle ends June 30, 2024 and any unused or unencumbered funds will be transferred back to the Office of Outreach and Engagement for reinvestment in the next fiscal year's incentive grants program. In March 2024, the Outreach and Engagement Business Office will notify the Principal Investigators to obtain the necessary carryover information, if applicable. Projects are typically not renewed and carryover is contingent upon approval.

Proposal Submission Procedure

Proposals for funding should be submitted to Julia Kardos, TITLE, by email, no later than **5:00 PM, on March 17, 2023**. Late or incomplete applications will not be accepted. Applications should be prepared with the specifications noted below under "Proposal Guidelines." Selections will be announced by April 17, 2023.

Proposal Guidelines

Proposals should consist of the following materials in this sequence (submitted as ONE pdf file):

1. Cover Page: Include title, project period, budget request, names of one (1) lead PI and co-PIs, and the departmental/unit affiliation of the lead PI.
2. Project Description. Up to three (3) pages of text MAXIMUM describing the project. If a Project Description is longer than 3 pages, only the first 3 pages will be reviewed. The project description should be written such that it can be understood by an interdisciplinary research committee that may not have expertise in the specific field(s).. The project description should include the following:
 - Sufficient detail to clearly inform how the grant will serve as a prototype or pilot for an idea that may be expanded or replicated in a future proposal.
 - A clear and compelling statement of work that describes the novelty of the proposed work, and enumerates milestones to be accomplished, deliverables over the duration of the funding and projected outcomes.
 - A rationale for the alignment of the proposed work to be in support of NC State and the Office of Outreach and Engagement [Strategic Priorities](#) and/or to address urgent community needs.
3. Plans for continuing external support (1 Page). Proposals must specifically list the programs and agencies to which future external proposals will be submitted, delineate how the proposed O&E Incentive Grants Program project will result in more competitive external proposals, and a timeline for submission to external funding organizations.
4. References Cited (no page limit)
5. A budget and justification of expenses.
 - Budgets submitted for these grants should not exceed \$10,000, to include personnel costs and fringe benefits and taxes (note the total budget for the project may exceed \$10,000 provided there are other funding sources).
 - Use the [O&E Incentive Grants Program Budget Request & Narrative Template](#) to submit your request and link to your proposal.
 - The budget may include all normally allowable costs of the project to include faculty effort during the summer periods for 9-month faculty. Administrative and indirect costs are not allowable.
 - Facilities and Administration (overhead) is the main source of incentive grants program funding. Therefore; as you develop your proposal budget, ensure you follow all State guidelines for appropriated operating funds.
6. Biographical sketches of lead PI and Co-PIs.
7. A list of current and pending projects of lead PI and co-PIs.
8. Letters of support from colleges and department heads, including agreements to provide release time, student support, supplies, travel funds and other financial resources to support the PI and other key faculty in the proposal. Emails may be submitted if more convenient to demonstrate support and approvals in different departments/units.
9. If applicable, letters of support from external partners, including financial support for the efforts being proposed.

Projects Supported

With an emphasis on providing support to advance the goals and strategies outlined in the [Civic Action Plan](#) and the University Strategic Plan, [Wolfpack 2030](#), the projects should accomplish the following goals:

- Partner university knowledge and resources with those of the public and private sectors to: enrich scholarship, research and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; impact local economic development; provide opportunities for patents and/or copyrighted work, and contribute to the public good;
- Provide support for exemplary materials, curricula, pedagogical practices and an offered webinar within one year of the completion of the incentive grant;
- Establish and support community, industry, business, and academic partnerships within the committed community partnerships;
- Integrate and align efforts across disciplines including Cooperative Extension and/or other university extension units; and
- Provide support for partnerships grounded in a culture of reciprocity and attainment of shared engagement goals, with evidence that the proposal is addressing a need identified by the community.

Proposal Review Process and Criteria

Proposals will be reviewed by the [Engagement Operations Council](#). The Council will make recommendations to the Vice Provost for Outreach and Engagement (O&E) and a decision will be finalized.

Overarching principles

The proposals will be evaluated with the following overarching principles:

- The proposed research will stimulate interdisciplinary proposals that will be competitive for extramural funding.
- The research will aid in jumpstarting innovation and broaden the base of faculty, staff, students and community partners participating in institutional outreach and engagement.
- Supported projects will address significant community challenges in one or all three of the identified community partnerships.

The selection will be made based on the following criteria:

1. Objectives 15%
 - The goals and objectives of the project are clearly defined in terms of research focus.
 - The project focus area identified as a prioritized focus area for the Wake County community partnership.
2. Impact of the proposed research 25%:
 - The project contributes and does not duplicate former research pertaining to the problem area.
 - The backgrounds and past activities of lead PI and co-PIs are consistent with the proposed project.

3. Approach/research design 20%:
 - The proposed approach and research design are adequate to address the topic of interest.
 - The research plan includes detailed methodology, description of analysis, time frame for completion of the project, and resource requirements needed.
4. Plans for continuing external support 30%:
 - The proposed project has high potential for receiving future funding support from external sources.
 - The research plan includes a timeline for seeking additional funding from external agencies.
5. Budget 10%:
 - The proposed budget is appropriate for the project and all line items are sufficiently justified.

Reporting Requirements

Selected grantees should expect to present a progress report to the Engagement Operations Council during the 2023-2024 academic year.

Awardees will prepare a final report by August 15, 2024 detailing impacts and additional funding secured.

Questions regarding this solicitation may be directed to:

Samantha Graham

Innovative Engagement Program Manager

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