



Opportunity Grant Program FY14 Application *Proposals Due March 29, 2013*

UCM Foundation • Smiser Alumni Center inside Elliott Union
Phone: 660-543-8000 • Fax: 660-543-4705

PURPOSE

The purpose of the UCM Foundation Opportunity Grant Program is to support targeted, student-centered activities of University of Central Missouri faculty and staff resulting in significant outcomes that benefit the university's learning environment.

Grants start at \$100 with a maximum possible award of \$5,000. Grants are funded on the fiscal year running July 1 through June 30. The UCM Foundation Board of Directors will announce deadlines through an annual campus-wide call for proposals. Awards will be announced prior to July 1.

The UCM Foundation Opportunity Grants must fund expenses related to a specific project. Examples of allowable expenses include research, service projects, supplies, equipment, software. Types of expenses **not** covered include salaries, release time, conference fees, travel and assistantships. Applicants are limited to one proposal per year.

The UCM Foundation is the official fundraising arm of the University of Central Missouri. Established in 1979, the foundation procures, maintains and administers philanthropic gifts that advance the university's mission and help students attain their college goals. In keeping with that mission, the UCM Foundation is establishing the Opportunity Grant Program in support of faculty and staff who have ideas but insufficient funding for entrepreneurial projects that will strengthen the university's learning environment and students' academic experience. Through a competitive process, the UCM Foundation Opportunity Grant Program will provide one-time seed money for these projects that advance the university's strategic positioning platform and result in significant outcomes.

ELIGIBILITY

All faculty and staff of the University of Central Missouri are encouraged to submit proposals in any academic discipline or student program. Other internal or external funding is not required, but if obtained, makes for a stronger proposal.

SUBMISSION

Proposals for FY 2014 funding are due by March 29, 2013. Prior to submitting a proposal, applicants must obtain all required administrative or academic approvals and comply with all university and Board of Governors policies and procedures. Applicants must submit the original proposal with required signatures and seven copies by 4 p.m. by March 29, 2013, to the UCM Foundation, Smiser Alumni Center, Elliott Union, Warrensburg, MO 64093. Late proposals and those not adhering to these instructions will not be accepted.

CRITERIA

Proposals will be assessed a maximum of 100 points in four primary areas:

Relevance to university's mission or one of its four strategic cornerstones: engaged learning, worldly perspective, culture of service, or future focused academics	45 points
Educational impact on students and the UCM learning environment and potential to lead to significant future outcomes	35 points
Funding need of the applicant	10 points
Likelihood of executing the project within the funding period	10 points

APPLICATION REQUIREMENTS

Proposals must be described in easily understood words by the people serving on the review panel who are not experts within the applicant's field. Applications must include:

- 1) Cover Page – Faculty applicants require signatures of the applicant, department chair, college dean and provost. Staff applicants require signatures of applicant, supervisor and vice president. Only one copy of the proposal needs original signatures. Compliance: Proposals that use human subjects, non-human animal subjects, biohazardous agents, recombinant DNA molecules, ionizing radiation, and/or biologically derived toxins must obtain the appropriate approval(s) before funding can be awarded. If approval is pending at the time of application, approval must be obtained by July 1. Failure to obtain appropriate approval is grounds for withdrawing support for a proposal.
- 2) Abstract (300 word limit) – This section must include a brief overview, objectives, methods to be employed and the significance of the proposed project.
- 3) Project Description (600 word limit) – This section addresses the questions: What do you intend to do? Why is the work important? What has already been done? How are you going to do the work? The project description must include: objectives for the proposed work and expected significance, relation to past work in the area, project design and methodology, and expected outcomes. The project must impact UCM students and not be outreach for K-12.
 - a. Budget – This section must include the requested total amount and a breakdown of how the grant will specifically used in areas such as 1) research, 2) service 3) supplies 4) equipment and/or 5) software. **The grant cannot be used for salaries, release time, conference fees, travel or assistantships.**
 - b. Need of the applicant – This section must include an explanation for why the requested funds are needed to accomplish the proposed goals. Detail other funding obtained and how it will be used in conjunction with this grant.
 - c. Letters of cooperation – Include a letter of cooperation if the project requires collaboration or cooperation of others. **General letters of support from chairs or colleagues should not be included in the application.**
 - d. Outcomes – Include evidence that the project will result in a significant outcome within the funding cycle.

REVIEW PROCEDURES

The UCM Foundation will convene a review committee comprised of members of its Board of Directors and potentially expand the review committee to faculty and staff members from throughout the university. Proposals will be evaluated using the above criteria and assigned an overall, global score. Funding will be based on proposals receiving the highest scores.

REQUIRED REPORTS

Grant recipients are required to make a mid-term report by November 30 and a final report by June 1 detailing project outcomes, research findings if applicable and how grant funds were expended. Recipients who fail to submit acceptable final reports will be declared ineligible for further support under the UCM Foundation Opportunity Grants Program. Under rare circumstances, written requests for extensions of the final report deadline may be granted.

INFORMATION

For additional information about the UCM Foundation Opportunity Grant Program, contact:

Jason S. Drummond

Vice President for University Development and Executive Director of the UCM Foundation

Office: Smiser Alumni Center, Elliott Union

Email: drummond@ucmo.edu

Phone 660-543-4157