

**University Extension, Engagement, and Economic Development Seed Grant
Proposal Guidelines
2009-2010**

I. General Information

The purposes of the University Extension, Engagement, and Economic Development Seed Grant Program are to stimulate faculty and EPA professionals to address the needs of citizens of North Carolina, to encourage external and multidisciplinary partnerships, to involve students in the application of knowledge to societal problems, and to leverage additional funds for extension and engagement endeavors.

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

1. Program Development – initiate new and innovative programs that utilize NC State personnel expertise to address critical issues.
2. Professional Development – develop skills of faculty and EPA professionals to enhance the application of appropriate methodologies and the capacity to do extension work.
3. Student Engagement – Engage students with faculty and professionals to address critical issues and participate in the selection and implementation of appropriate methodologies.
4. 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 extension efforts by providing support for grant writing expertise and assistance.

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. No equipment may be purchased with EEED Seed Grant funds.

Proposals that include interdisciplinary collaborations during the planning and implementation phase, substantive student involvement, and strategies to become self-sustaining are strongly encouraged.

Proposals that are deemed by reviewers to be research proposals will not be considered. Extension, engagement, and economic development proposals are distinguished from research proposals in that EEED projects:

- Apply innovative knowledge to a well-defined problem;
- Anticipate expected results and applications;
- Influence professional practice;
- Improve quality of life and benefit the public good, particularly NC citizens;
- Identify reciprocal relationships with external constituencies;
- Include a communication and dissemination plan.

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 does not need to have extension appointments to apply.

III. Award Information

Approximately \$150,000 will be available for fiscal year 2009-2010. The maximum Seed Grant award will be \$10,000. The funding cycle will end June 30, 2010, at which time any unused or unencumbered funds will transfer back to the Office of Extension, Engagement, and Economic Development. 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. The Proposal Budget Form must also be completed and attached to the proposal. In preparing the budget, awards may not be used for salary supplements. 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. The match from external sources may be in-kind or cash. For internal sources – prefer a split of 25% cash and 25% in-kind. Applicants will enter proposals into PINS by the submission deadline of March 13 through the following web site:

<http://www.ncsu.edu/sparcs/pins/>

Applicants are also responsible for checking with their department or organization to determine if any additional internal procedures must be followed.

The proposal forms attached with this document can also be found as Word files online at www.ncsu.edu/extension.

Submit either a Word or PDF version of your proposal to karen_turner@ncsu.edu.
Submit one hard copy with signatures to:

Office of Extension, Engagement, and Economic Development
NCSU Campus Box 7012
Raleigh, NC 27695

V. Proposal Review and Selection Information

Faculty and EPA professionals who are members of the University Standing Committee on Extension and Engagement will review proposals. Following an initial screening by the committee for eligibility, each proposal will be evaluated electronically by at least three members based on the following eight criteria:

- (1) Is the proposal an extension and engagement proposal as defined in RFP?
- (2) Does the proposal address a critical need facing North Carolina, as evidenced by literature, core studies, audience analysis, or needs assessment?

- (3) Will the proposal strategies adequately address the identified need?
- (4) Does the principal investigator(s) and/or implementation team have the capacity to carry out the proposal?
- (5) Is there evidence of a collaborative, multidisciplinary partnership – internal or external to the University?
- (6) Does the proposal provide opportunities for students to become engaged in this work?
- (7) Can the project be completed or show significant impact by June 30?
- (8) Is the project sustainable with either internal or external funding after the UEX grant funding ends?

Each proposal will be rated by its reviewers on a scale of 1 (high) to 10 (low), based on a proposal's ability to meet each prescribed criteria. The full committee will then meet face-to-face to conduct an overall group discussion and review of the first-tier results expressed as average converted rankings. If there is money left on the table after this first-tier of Seed Grant winners has been selected, funding of any second-tier proposals will be determined by a majority vote of the full committee.

The timeline for the 2009-10 competition is as follows:

January 16, 2009	Call for RFP announcements go out/Post to EE&ED web site
March 13, 2009	Proposals due by Noon to Office of Extension, Engagement, and Economic Development (electronic and hard copy with signatures)
April 16, 2009	Judging by USCOEE members concludes
April 23, 2009	Awardees announced (letter with scorecard attached)
July 1, 2009	Funding cycle begins
June 30, 2010	Funding cycle ends
September 15, 2010	Final report due

VI. Award Administration

Those receiving grants must conduct an appropriate evaluation of the project to determine the benefits to the population being served. Faculty and staff who plan to develop new skills and abilities must identify how the professional development experience will enhance a target population or address a critical issue.

Awardees are expected to complete a final report, no longer than three (3) pages in length, to be submitted to the Office of Extension, Engagement, and Economic Development no later than **September 15, 2010**. The final report should include the following information:

Required Feedback:

- Program Objectives and Impacts – How was the identified need or opportunity addressed and how were these impacts evaluated? How did this project contribute to the economy or overall quality of life of North Carolina or the target population?

- 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.

Additional Contributions:

- How did this project contribute to the University?
- Describe and include when possible any media coverage of this project.
- How did this project contribute to your scholarship?

VII. Contacts

For more information, contact:

Dr. Ben Silliman, Chair, University Standing Committee on Extension, Engagement, and Economic Development, Ben_Silliman@ncsu.edu

Dr. James J. Zuiches, Vice Chancellor for Extension, Engagement, and Economic Development, 513-0393, jim_zuiches@ncsu.edu

Karen Turner, Administrative Officer for Extension, Engagement and Economic Development, 513-0388, karen_turner@ncsu.edu

**University Extension, Engagement, and Economic Development Grant
Proposal Outline Form**

The proposal's narrative should follow this outline and must be submitted with the Proposal Budget Form. The proposal narrative must not exceed five (5) pages. Please place cursor in and type directly into the form fields provided.

Principal Investigator	
Rank/Title	
College/School/Division	
College Financial Officer (Name and phone)	
Department	
Campus Box	
Phone #	
Email	
Departmental OUC	
PINS Number	
Principal Investigator's Departmental Budget Clerk	
Additional applicant names and rank/titles	

Signature of PI _____

Signature of Dean or Division Head _____

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The proposal's narrative should follow this outline and must be submitted with the Proposal Budget Form. The proposal narrative must not exceed five (5) pages. Please place cursor in and type directly into the form fields provided.

I. Abstract Paragraph of Project

II. Proposal Title

III. Need or Opportunity to be Addressed (How is it demonstrated by literature review, case studies, audience analysis, or needs assessment?)

IV. Strategy for Addressing Need or Opportunity (Give evidence of timely, innovative, and plausible interdisciplinary strategy with identified partners sufficient to meet the demonstrated need for the targeted audience in North Carolina.)

V. Substantive Student Involvement (Specify opportunities for supervised student involvement of educational value in addressing the demonstrated need.)

VI. Continuation Funding Plan (Present evidence of a clear plan to leverage future funds for this or a related project to become sustainable.)

VII. Expected Impacts of Project and Evaluation Plan (What are the expected impacts and how will they be evaluated?)

University Extension, Engagement, and Economic Development Grants Proposal Budget Form

This form must be completed and submitted with the proposal. Please place cursor in and type directly into the form fields provided.

Proposal Title		
Principal Investigator		
EXPENSES		
Personnel – students and/or temp. labor		\$
Communications		\$
Publication costs		\$
Travel		\$
Supplies		\$
Other (please specify)		\$
Total (not to exceed \$10,000)		\$
OTHER INCOME SOURCES		
Matching funds (must total 50%)	Between external and internal sources, must equal a total of 50% of the total proposed budget. If any of the 50% required match is from internal sources, prefer ½ of that percentage as in-kind and half as cash.	
a) External		
In-kind (or) \$		
Cash \$		
Or		
b) Internal		
25% in-kind \$		
25% cash \$		
Anticipated Participant Fees*		\$
Total Income –		\$

*Participant fees that may be collected as part of a grant must be deposited in a University approved receipts account.