BALDWIN WISCONSIN IDEA PROJECT GRANTS

Baldwin Wisconsin Idea Project Grants are one type of grant provided through the Ira and Ineva Reilly Baldwin Wisconsin Idea Endowment.

The projects are substantial, mutually beneficial endeavors that foster extended relationships between the University of Wisconsin-Madison and collaborators across Wisconsin and beyond. Baldwin Wisconsin Idea Projects are animated by innovative ideas and are shaped by the priorities, needs and interests of the communities they serve.

ELIGIBILITY

All UW-Madison faculty, staff, and students are eligible to apply. Students must have a faculty or academic staff member as their co-project director.

PROJECT FUNDING

The number of projects funded each year is determined by the annual income from the Baldwin Wisconsin Idea Endowment.

- Funding Range – $4,001 – $120,000
- Project Start Date – On or after July 1, 2018
- Project Duration – 1-3 years

PROJECT CRITERIA

Successful proposals clearly aim to extend and apply UW-Madison research, education, and clinical knowledge in partnership with community and off-campus organizations or co-sponsors to help address challenges and foster learning. Most successful projects have previously conducted some sort of pilot effort to determine the best approach to effectively share and apply knowledge and expertise.

SUBMIT A PROPOSAL

Deadline to submit a pre-proposal: November 13, 2017

All proposal components must be submitted via the online proposal system, which will be available in early October.

TIMELINE

November 13, 2017
Pre-proposals due via online proposal system
End of January 2018
Applicants notified of pre-proposal status
March 9, 2018
Full proposals due from applicants of select pre-proposals
Mid-May 2018
Applicants notified of full proposal status
July 1, 2018
Funds awarded

CONTACT

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Projects are not intended to:

- Duplicate existing outreach projects
- Provide bridge funding for established programs
- Replace activities that are a part of a unit’s normal operation
- Support the development of new undergraduate or graduate courses or student recruitment programs

**SUBMIT PROPOSALS ONLINE**

All proposal components must be submitted via the online proposal system, found here.

**SUBMISSION PROCESS AND GUIDELINES**

**PRE-PROPOSAL SUBMISSION PROCESS**

**Step 1:** Develop a pre-proposal.

**Step 2:** Develop a project budget.

**Step 3:** Submit a pre-proposal online (NetID required) by November 13, 2017. Once logged into the system, click on “Submit a Proposal” in the menu bar and then select “Baldwin Grants 2017-18.” Proposals must include a brief project title, proposal abstract and required proposal information. All materials must be submitted via the online proposal system, which will be available in early October.

**Step 4:** Pre-proposals are automatically routed to the designated department chair or unit director for approval. Approval deadline: November 20, 2017.

**Step 5:** Once approved by the department chair or unit director, pre-proposals are automatically routed to the designated dean for approval. Approval deadline: December 8, 2017.

Applicants should check the approval status of their proposals in the online system. Applicants are responsible for securing approval of their pre-proposals by their department chairs/unit directors and deans.

**Step 6:** Receive notification of pre-proposal status. Target notification date: end of January 2018.

**PRE-PROPOSAL NARRATIVE GUIDELINES**

**LENGTH**

The combined content for all of the pre-proposal narrative sections should not exceed 1,000 words.

**GENERAL GUIDELINES**

Applicants should:

- Show that they are building on expertise and past experiences developed at UW-Madison.
- Be very specific and fully articulate the goals, methods and objectives of the project.
• Write in clear and concise language.

• Include information that demonstrates they have an external partner poised to collaborate, such as having been involved upfront in identifying and/or defining the project plan.

• Where available, describe preliminary evaluation results in order to demonstrate anticipated project outcomes.

• Marshal evidence that the proposed translational activities actually work.

• Describe the project’s likely impact, and how this impact will be measured and communicated.

PRE-PROPOSAL SECTIONS
The sections described below are required content in the online proposal form (Program Plan and Objectives; Intended Audience, Partner(s), Anticipated Outcomes; Time Frame and Location; Personnel). Individuals are encouraged to prepare text prior to completing the online form. The combined content for all of the pre-proposal narrative sections should not exceed 1,000 words.

PROGRAM PLAN AND OBJECTIVES
1. Describe the problem or opportunity to be addressed.

2. Describe the goals and objectives and explain the methods, techniques and formats.

3. Explain how this project is transferring knowledge and expertise from your unit (and potentially vice versa).

4. Include a statement of how this project is a new initiative or is a new dimension to an existing activity.

INTENDED AUDIENCE, PARTNER(S) AND ANTICIPATED OUTCOMES
1. Describe the audience that will be served and engaged with, and how the audience will benefit from the project.

2. Identify partnering organizations and co-sponsors, including in-kind support and/or financial support, and explain how they will be involved in the project. (Do not include letters of support from partnering organizations in pre-proposals. Letters of support are only required for full proposals.)

3. Describe anticipated outcomes and how the impact will be documented.

TIME FRAME AND LOCATION
1. Describe the project time frame.

2. Indicate where the activity(s)/program(s) will take place.
PERSONNEL

1. List the name, title, affiliation and a one-sentence description of the role of key personnel. (Do not include CVs in pre-proposals. A one-page CV will be required for full proposals.)

2. Include faculty, staff, PA/TA, or student hourly support, as needed.

PRE-PROPOSAL BUDGET GUIDELINES
Use the Project Budget Request Summary Form.

GENERAL TIPS AND ADVICE

- Proposals may include faculty, staff, PA or TA or student hourly support. Identify personnel by name, title, role in the proposal and percent effort for each year of support requested. (Do not include CVs in pre-proposals.)

- Resources should support additional activities that put research into action with and for communities, not to supplant funds that support existing teaching or research.

- Proposals should keep project-funded salary support to no more than 10% of the project budget. Project grants are intended to leverage existing faculty and staff salaries. (This 10% is intended as guidance only. Each budget will be reviewed carefully to ensure that proposed support is both adequate and necessary.)

PERSONNEL

Include the appropriate fringe benefit amount (to anticipate future rates, estimate an additional 1% per year to current rates). Estimate 2% for annual pay plan increases beginning July 2018.

For graduate students appointed at 1/3rd time or more, include tuition remission of $12,000 ($6,000 per semester) for FY18, and $12,000 ($6,000 per semester) for FY19.

Note: Until the FY18 rate is determined, please use the FY17 rate. No charge for tuition remission is needed for summer.

FRINGE BENEFITS
Check the RSP website for the most current rates (July 1, 2017-June 30, 2018).

SUPPLIES AND OTHER

Identify and list major supplies and other expenses by item and amount requested for each.

CAPITAL EQUIPMENT

Capital equipment includes items costing $5,000 or more. Because the Project Grant is intended to support people and projects, capital equipment requests will only be considered if the equipment proposed is essential to the completion of the project. If applicants are making a capital equipment request, they must justify how the equipment is essential for the success of the project.
MATCHING FUNDS AND CONTRIBUTING EFFORTS

While matching funds are not required, reporting any in-kind or fiscal match or contributions can strengthen proposals. Please identify partner/contributed or matching funds or projected program revenue, if appropriate. Applicants may also include information on pending grant applications submitted to other funding sources. No extramural transmittal support form is required for the Project Grant proposal process.

For program revenue operations, please describe the nature of the program revenue structure. The budget request detail should include only dollars requested as part of the application submission.

FULL PROPOSAL SUBMISSION PROCESS

A select number of pre-proposals will be advanced to the full proposal stage. Applicants should wait for notification before completing a full proposal.

Step 1: Receive invitation to submit full proposal. Target notification date: end of January 2018.

Step 2: Review and tweak online project abstract, and submit expanded version of pre-proposal, addressing any questions the Baldwin Project Review Committee may have raised.

Step 3: Review and tweak project budget and address any questions the committee may have raised.

Step 4: Submit the full proposal online (NetID required) by March 9, 2018. All materials must be submitted via the online proposal system.

Step 5: Proposals are automatically routed to the designated department chair or unit director for approval. Approval deadline: March 16, 2018.

Step 6: Once approved by the department chair or unit director, proposals are automatically routed to the designated dean for approval. Approval deadline: March 23, 2018.

Applicants should check the approval status of their proposals in the online system. Applicants are responsible for securing approval of their full proposals by their department chairs/unit directors and deans.

Step 7: Receive notification of full proposal status by mid-May 2018.

FULL PROPOSAL NARRATIVE GUIDELINES

LENGTH

Full proposals should not exceed 2,500 words (not including abstract, budget sheets, one-page vita, or letters of support from constituents/partners). Proposals should clearly state who will be performing the activities for which Project Grant funds are requested.
GENERAL ADVICE

Applicants should:

- Provide concrete examples throughout the narrative.
- Show they are building on expertise and past experiences developed at UW-Madison.
- Be very specific and fully articulate the goals, methods and objectives.
- Write in clear and concise language.
- Include evidence that an external partner is poised to collaborate and is willing to commit to participating in the project (such as having been involved upfront in identifying and/or defining the project plan). This may include a letter attesting to their collaboration in the project.
- Where available, describe preliminary evaluation results in order to demonstrate anticipated project outcomes.
- Marshal evidence that the proposed translational activities actually work.
- Describe the project’s likely impact and how this impact will be measured and communicated.
- Where possible, reference evidence-based research that links the activities to the expected outcomes.
- Stipulate how the impact will be documented—perhaps a combination of quantitative measures along with narratives that convey the essence of the program.

FULL PROPOSAL SECTIONS

The sections described below are required content in the online proposal form. The form will have separate input boxes for the sections. Individuals are encouraged to prepare text prior to completing the online form.

PROGRAM PLAN AND OBJECTIVES

1. Describe the problem or opportunity to be addressed, and include specific goals and objectives.
2. Describe what methods and formats will be used to accomplish the goals and objectives. Where possible, use quantifiable terms since evaluation and transfer of funds for years two and three will be based on adequate progress towards meeting stated objectives.
3. Describe the relationship between the proposal and your unit.
4. Explain how this project is transferring knowledge and expertise from your unit (and potentially vice versa).
5. Include a statement of how this project is a new initiative or is a new dimension to an existing activity.
INTENDED AUDIENCE, PARTNER(S) AND ANTICIPATED OUTCOMES

1. Describe the audience, including:
   - How the audience will be engaged and served
   - How specific needs are identified
   - How the audience will use the knowledge and expertise from UW-Madison

2. Identify formal or informal partners. A letter of support from external partnering organizations or constituent groups is encouraged.

3. List any on-campus department/unit/partnership involvement.

4. List any sources of matching funds or in-kind support, other pending sources of funding for the initiative, and expected program revenue, if any, that you hope to generate.

TIME FRAME AND LOCATION

1. Describe the project time frame. Be specific for each year of your proposed project.

2. Indicate where the activity(s)/program(s) will take place.

PERSONNEL

1. List the name, title, affiliation and specific roles of key personnel in the proposal. Include faculty, staff, PA/TA, or student hourly support, as needed.

2. Include a one-page CV for the key project director(s) and other key project personnel.

EVALUATION AND FUTURE PLANS

1. Describe how the specific objectives and project outcomes will be measured and evaluated.

2. If appropriate, describe how this project will continue after completion of the grant.

Note: For multiple-year projects, annual progress reports are required and funding for years two and three will be contingent upon making adequate progress toward meeting outcomes and objectives. Upon completion of the project, a final report must be submitted.

FULL PROPOSAL BUDGET GUIDELINES

Please complete the Project Budget Request Summary Form. If there is an increase in the requested budget from the pre-proposal, please provide a detailed explanation.

Note: Annual progress and budget reports are required for multiple-year projects before second- or third-year funds are transferred.
GENERAL TIPS AND ADVICE

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BACKGROUND

The Baldwin Wisconsin Idea Endowment is a competitive grant program that fosters public engagement and the advancement of the Wisconsin Idea, the notion that the knowledge and solutions generated at UW-Madison will benefit the people of Wisconsin, the nation, and the world.

The Baldwin Wisconsin Idea Endowment supports the development of:

- New and innovative projects
- New dimensions to existing translational outreach
- Public engagement activities
- Community-based research

The grant program honors the legacy of Ira Baldwin and Ineva Reilly Baldwin and their deep commitment to the Wisconsin Idea. Learn about the Baldwin family.

To learn more and submit a proposal, visit provost.wisc.edu/baldwin-wisconsin-idea-endowment