BALDWIN WISCONSIN IDEA PROJECT GRANTS

The Ira and Ineva Reilly Baldwin Wisconsin Idea Endowment (https://provost.wisc.edu/baldwin-wisconsin-idea-endowment/) is a competitive grant program that fosters public engagement and the advancement of the Wisconsin Idea (https://www.wisc.edu/wisconsin-idea/), the notion that the knowledge and solutions generated at UW-Madison will benefit the people of Wisconsin, the nation, and the world.

Baldwin Wisconsin Idea Project Grants are one type of grant provided through the 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 project co-director.

*Note: UW-Extension faculty and staff will be considered external collaborators for the 2018-19 grant cycle. We plan to adjust the Baldwin WI Idea Endowment grant process in the following year to accommodate the participation of Extension faculty and staff.

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, 2019
- **Project Duration:** 1-3 years

SUBMISSION DEADLINES

**November 12, 2018**

Pre-proposals due

**March 8, 2019**

Final proposals due from selected pre-proposal applicants

PROPOSAL TIMELINE

**November 12, 2018**

Pre-proposals due via online proposal system

**End of January 2019**

Applicants notified of pre-proposal status

**March 8, 2019**

Full proposals due from applicants of select pre-proposals

**Mid-May, 2019**

Applicants notified of full proposal status

**July 1, 2019**

Funds awarded

CONTACT

Eden Inoway-Ronnie
Chief of Staff,
Baldwin WI Idea Grant Coordinator,
Office of the Provost
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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 challenge 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. Priority will be given to projects for which other funding sources (such as research grants, corporate support) are not likely to be available or are limited.

Projects are not intended to:

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

SUBMIT PROPOSALS ONLINE

All proposal components must be submitted via the online proposal system (Net ID and password required).

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 by November 12, 2018 via the online proposal system: https://go.wisc.edu/22642j using your Net ID and password. Once logged into the system, click on “Submit a Proposal” in the menu bar and then select “Baldwin Grant Pre-proposal, 2018-19.”

Proposals must include a brief project title, proposal abstract and required proposal information. All proposal components must be submitted online.

Step 4: Applicants should submit pre-proposals to their department chair or unit director via the online proposal system for approval. If an applicant's unit is not departmentalized (e.g., School of Nursing), the pre-proposal should be submitted directly to the dean's office. For pre-proposals that require a department chair’s approval, the deadline by which department chairs must review pre-proposals is November 19, 2018.

Step 5: Once approved by the department chair or unit director, pre-proposals should be routed, via the online proposal system, to the designated dean for approval. For pre-proposals that go directly to the dean’s office or those reviewed and advanced from the department level, the approval deadline at the dean level is December 7, 2018.

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 2019

Please direct questions regarding the submission process to Sheila Voss in the Office of the Provost (sheila.voss@wisc.edu).

PRE-PROPOSAL NARRATIVE GUIDELINES

LENGTH
The combined content for all of the pre-proposal narrative sections should not exceed 2 pages of text in PDF form.

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). The combined content for all of the pre-proposal narrative sections should not exceed two pages in PDF form.

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 only 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 linked in this section on the website: https://provost.wisc.edu/baldwin-wisconsin-idea-endowment/baldwin-wisconsin-idea-project-grants/.

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.
- 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, using guidance found on the RSP page: https://www.rsp.wisc.edu/rates/ (to anticipate future rates, estimate an additional 1% per year to current rates). Estimate 2% for annual pay plan increases beginning July 2019. For graduate students appointed at 1/3 time or more, include tuition remission of $12,000 ($6,000 per semester).

*Note: Until the FY19 rate is determined, please use the FY18 rate. No charge for tuition remission is needed for summer.

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 anticipated program revenue structure. The budget request detail should include only dollars requested as part of the application submission.

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**FINAL PROPOSAL SUBMISSION PROCESS**

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

**Step 1:** Receive invitation to submit final proposal. Target notification date: end of January 2019.

**Step 2:** Review and tweak online project abstract, and submit expanded version of proposal, addressing any questions the Baldwin Project Review Committee may have raised. A letter of support from collaborators may be included with proposal.

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

**Step 4:** _Submit a final proposal by March 8, 2019_ via the online proposal system: [https://go.wisc.edu/22642] using your Net ID and password. Once logged into the system, click on “Submit a Proposal” in the menu bar and then select “Baldwin Grant Proposal, 2018-19.” All materials must be submitted via the online proposal system.

**Step 5:** Applicants should submit final proposals to their department chair or unit director for approval. If an applicant's unit is not departmentalized (e.g., School of Nursing), the proposal should be submitted directly to the Dean’s Office. Department chair approval deadline: March 13, 2019.

**Step 6:** Once approved by the department chair or unit director, proposals should be routed to the designated dean’s office for approval. Dean approval deadline: March 18, 2019.

Applicants should check the approval status of their proposals in the online system. Applicants are responsible for securing approval of their final proposals by their department chair/unit director and dean.

**Step 7:** Receive notification of final proposal status by mid-May 2019.

**FINAL PROPOSAL NARRATIVE GUIDELINES**

**LENGTH**

Final proposals should **not exceed** 5 pages in PDF format (not including abstract, budget sheets, one-page vita, or letters of support from constituents/partners).
GENERAL ADVICE
Applicants should:

- Provide concrete examples throughout the narrative.
- 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.
- 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 narrative that conveys the essence of the program.

FINAL PROPOSAL SECTIONS
The sections described below should be included in the final proposal.

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.

**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.
3. Proposals should clearly state who will be performing the activities for which Project Grant funds are requested.

**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.

**FINAL PROPOSAL BUDGET AND GUIDELINES**
Use the Project Budget Request Summary Form linked in this section on the website: [https://provost.wisc.edu/baldwin-wisconsin-idea-endowment/baldwin-wisconsin-idea-project-grants/](https://provost.wisc.edu/baldwin-wisconsin-idea-endowment/baldwin-wisconsin-idea-project-grants/).
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**
- Baldwin 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.
- 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 programs in regard to 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, using guidance found on the RSP page: [https://www.rsp.wisc.edu/rates/](https://www.rsp.wisc.edu/rates/) (to anticipate future rates, estimate an additional 1% per year to current rates). Estimate 2% for annual pay plan increases beginning July 2020.

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

*Note: Until the FY20 rate is determined, please use the FY19 rate. No charge for tuition remission is
needed for summer.

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

**Capital Equipment**
Capital equipment is 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 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.
ANNUAL PROGRESS REPORTS AND FINAL REPORT GUIDELINES

All Baldwin Wisconsin Idea Project Grant recipients are required to submit annual progress reports, as well as a final report in the final year of funding. Failure to complete progress reports will result in the forfeiture of the second or third year of funding, while failure to complete a final report may be taken into consideration for future Baldwin grant competitions.

ANNUAL PROGRESS REPORT GUIDELINES

Annual progress reports are due every year on May 1 for Project Grants funded in previous fiscal years. (Mini-grants/Seed Projects are not required to submit progress reports). The reports should be emailed to Eden Inoway-Ronnie, Baldwin WI Idea Endowment Coordinator, eden.inowayronnie@wisc.edu.

Please use the following subject heading for your email: Baldwin Project Annual Progress Report for {insert your grant title}.

**Failure to complete a progress report will result in forfeiture of second or third year of funding.**

Progress reports should be approximately one page (single space) and should be organized as outlined below:

1. Project title
2. Project leader(s): name, title(s), department(s)
3. Project duration: years, e.g. 2019-21
5. One paragraph abstract of progress to date. This should be short and to the point and will be used in an annual report to the UW Foundation.
6. Changes in project objectives, timeline and personnel: If major changes have been made, please update project objectives, timeline and/or personnel.
7. Fiscal commitments: Report matching funds, gifts, grants, sponsorships or program revenue from fees and other sources that have resulted from your project.

If your Baldwin project involves activities in Wisconsin, please be sure that it is documented in the campus Wisconsin Idea in Action Database. See below for more details.

FINAL REPORT GUIDELINES

Final reports are due every year on August 15 for both Project Grants and Mini-grants/Seed Project Grants that end by June 1 of the current year. The reports should be emailed to Eden Inoway-Ronnie, Baldwin WI Idea Endowment Coordinator, eden.inowayronnie@wisc.edu. Please use the following subject heading for your email: Baldwin Project Final Report for {insert your grant title}.

**Failure to complete a final Baldwin report may be taken into consideration in future Baldwin grant competitions.**

Final reports for Baldwin grants should be no longer than 5 pages, organized as outlined below:

1. Project title
2. Project leader(s): name, title, department
3. Project duration (e.g., fall 2019 – spring 2021)

4. Approved budget

5. Project accomplishments (the following are suggestions for content): Describe how you met your program plan and objectives. Please be as specific as possible, such as indicating numbers of programs or activities offered, where the program took place, and number of audience members or clientele served. Briefly describe how this project benefited the communities served. This summary may be used for the annual report to the UW Foundation.

6. Fiscal commitments: Report matching funds, gifts, grants, sponsorships, or other program revenue from fees and other sources that have resulted from your project.

7. Project continuation (if applicable): Describe ongoing activities that will result from the efforts of your project (e.g., project continued through other funding sources, new program initiatives, etc.)

8. Please indicate in your final report that you have submitted a description of your project in the Wisconsin Idea in Action Database. See below for more details.

**WISCONSIN IDEA IN ACTION DATABASE**

If your project involves activities in Wisconsin, please be sure that it is documented in the campus Wisconsin Idea in Action database/website. This site helps campus document how and where your education, research, clinical or outreach programs significantly involved Wisconsin citizens in tangible ways, and how that work is making an impact.

To submit or update your project description, please go to [https://wisconsinidea.wisc.edu/](https://wisconsinidea.wisc.edu/) and click on “Login” or “Register” in the upper right corner of the page. Once logged in, you can click on “+Add a Project.”