University Extension, Engagement, and Economic Development Seed Grant

For the College of Agriculture and Life Sciences
Proposal Guidelines
2010-2011

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 faculty and EPA 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 should address one of the five focus areas:

- Producing leaders for the state, nation, and world
- Creating educational innovation
- Improving health and well being
- Fueling economic development
- Driving innovation in energy and the environment

Proposals that are deemed by reviewers to be only research proposals will not be considered. Extension, engagement, and economic development proposals are distinguished from research proposals in that EEED projects:
- Apply research-based knowledge to a well-defined problem;
- Test innovative solutions and applications for expected results;
- Influence professional practice;
- Improve quality of life and benefit the public good, particularly NC citizens;
- Identify and develop 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 2010-2011. The maximum Seed Grant award will be $10,000. The funding cycle will end June 30, 2011, 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 – we prefer a split of 25% cash and 25% in-kind.

Since these proposals require a match, Principal Investigators need to include documentation for the match. For a third party match, please include a signed letter from the third party committing to a specific dollar match. Internal proposals are preferred to have a 25% cash match and a 25% in-kind match.

Applicants in the College of Agriculture and Life Sciences will enter proposals into PINS by the CALS submission deadline of Friday, February 26, 2010 through the following website: [http://www.ncsu.edu/sparcs/pins/](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 are at the conclusion of this announcement and may also be found as Word files online at: [http://www.ncsu.edu/extension/about/eeedgrants.php](http://www.ncsu.edu/extension/about/eeedgrants.php)

Submit either a Word or PDF version of your proposal to [karen_turner@ncsu.edu](mailto: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

Principal Investigators will be responsible for submitting both the electronic and hard copy to Karen Turner by the March 12, 2010 deadline.
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 seed 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 funding available 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 2010-11 competition is as follows:

January 22, 2010 ..................Call for RFP announcements go out/Post to EE&ED web site
February 26, 2010 ..................Proposals due to CALS via PINS
March 12, 2010 .....................Proposals due to Office of Extension, Engagement, and Economic Development (electronic and hard copy with signatures)
April 05, 2010 .......................Judging by USCOEE members concludes
April 19, 2010 .......................Awardees announced (letter with scorecard attached)
July 1, 2010 .........................Funding cycle begins
June 30, 2011 .......................Funding cycle ends
September 14, 2011 ..................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 14, 2011.

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?
- How did you communicate the outcomes of this project to the broader community
  (department, college, university, state or nation)?
- 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. Peter Janca**, Chair, University Standing Committee on Extension, Engagement, and
Economic Development, pcjanca@ncsu.edu

**Dr. James J. Zuiches**, Vice Chancellor for Extension, Engagement, and Economic
Development, 513-0388, james_zuiches@ncsu.edu

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

Questions regarding CALS Office of Contracts and Grants Guidelines may be addressed to:

**Suzanne Rodriguez**, Asst. Manager, Proposal Processing Unit Supervisor, CALS Office of
Contracts and Grants, (919) 513-3979, suzanne_rodriguez@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.

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<th>Principal Investigator</th>
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<td>Principal Investigator’s Departmental Budget Clerk</td>
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<td>Additional applicant names and rank/titles</td>
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Signature of PI ________________________________

Signature of Dean or Division Head ________________________________
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.

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%)
a) External
   In-kind (or) $ 
   Cash $ 
   Or 
b) Internal
   25% in-kind $ 
   25% cash $ 

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.

CALS proposals must include documentation of matching funds, as per guidelines above.

Anticipated Participant Fees* $ 
Total Income – OPDG-4-2/98 $ 

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