**Connect Grant Proposal Guidelines**:

The *Connect* Grants support faculty career development and advancement as well as academic unit-level culture change initiatives and faculty recruitment approaches.

Proposal length is limited to four (4) pages (excluding references and letters of recommendation). Proposals shall include one-inch margins on all pages, all pages shall be numbered, and font size shall be 11 point or larger. Please be sure to complete all parts of the proposal and note that incomplete applications will not be considered.

**Submission Instructions:**

**Proposal Template:** Complete the *proposal template* and submit as a pdf file to connectgrant@rit.edu. See the current RFP for more information. The proposal deadline is Monday, March 18, 2024.

**CV/Biosketch:** The Principal Investigator must submit a CV or Biosketch with the proposal. While no specific format is required, a condensed version (2-3 page) is recommended, such as an NSF biosketch, that highlights research or activities related to the proposal.

**Letter(s) of Endorsement**

* Letters of endorsement should be emailed by the deadline to connectgrant@rit.edu .

Letters should concisely describe the potential impact of the proposed effort on the proposer and on their respective department, college, and the university.

* + For proposals submitted by faculty, a letter from the Department Head indicating that this proposal aligns with your plan of work and that your chair acknowledges and supports this proposal.
  + For unit level proposals, recommendation letter from the college dean and from constituents/department members indicating department support for the proposed effort.

Direct questions to [advancewomen@rit.edu](mailto:advancewomen@rit.edu).

|  |  |
| --- | --- |
| Project Title: |  |
| *For all project team members, indicate name, rank, and department.* | |
| PI Name |  |
| Co-PI Name(s): |  |

**Required Proposal Elements**

**Logic Model**: The first step in your proposal development should be to complete a Project Logic Model. A project Logic Model is a useful tool for developing grant proposals and facilitates effective program planning, implementation, and evaluation. A Logic Model is a way to depict your project’s planned work and intended results. It includes activities and inputs/resources that link to short and long-term outcomes. These outcomes convey the anticipated impacts of the project. A Logic Model is also useful in planning for program evaluation based on activities and desired outcomes. See instructions for the Logic Model at the end of this document. It is highly recommended that you develop and use a Logic Model to inform your project description, budget, and evaluation plan. The Logic Model is not included in the 4 page limit.

***It is suggested that you use the headings as follows in your proposal, deleting the description, and adding your proposal information.***

**All proposals must address the following items:**

1. **Project abstract:** A high-level, one paragraph executive summary of your proposed effort (suitable for press release).
2. **Need/demand:** Summarize the need for your planned work. Where possible, include local statistics, university priorities, and/or support from the literature, etc. Describe how this project aligns with [AdvanceRIT program goals and objectives](https://www.rit.edu/nsfadvance/).

Clearly state if your proposal addresses one or more of the special interest areas for the 2023-24AY cycle and clearly indicate this in your proposal. AdvanceRIT has a particular interest in funding projects that support the following:

* Develop peer-support and peer-mentoring groups focused on faculty career success and well-being
* Build connections with potential faculty by engaging with potential doctoral/post-doc candidates in other institutions by giving talks in targeted institutions, engaging them in current research etc...
* Create communities of scholars- connecting emerging and established scholars within RIT or within disciplines
* Support/enhance inclusion at the college level
* Support/enhance retention or advancement of particular groups of faculty

In addition to the above mentioned, the proposals should aim to develop discipline based and cross-disciplinary connections within and outside RIT.

1. **A detailed project description.**

* *Rationale*: Why do you believe the activities listed in your Logic Model reduce or eliminate the need described in item 2 (Need/demand)?
* *Implementation Plan*: A thorough implementation plan for the proposed effort. This should include a timeline for your proposed effort. Note: the project start date is **to be determined** end date for this round is April 30, 2025, and the final reports for this round will be due Au 15, 2025.
* *Roles*: A description of the roles of each of the project participants.
* *Project mentor:* Identification and role of a project mentor. Your proposal must identify at least one mentor, either internal or external to RIT, and include a description of their role on the proposed project.

1. **Evaluation Plan**: Description of an evaluation plan for your project including the intended or desired goals and outcomes for your proposed effort and how these goals will be measured.

For each outcome you will track, indicate how you will know if you succeed in achieving it, using the following format. The Logic Model is a useful tool for developing your evaluation plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcomes | Indicators/Measures | Targets/Performance Standards/Projected levels of success | By when will targets be achieved? |
|  | *What will you measure to know if you reach your outcomes?* | *What will tell you that you have achieved your outcomes?* | *Note: it is understood that not all outcomes can be measured during the grant period.* |

1. **Project Impact**: A description of the impact the project will have on your career and/or faculty group’s careers, campus community, field, or discipline. Explain how the proposed effort is relevant to your career success and your academic unit, college, and university goals. This should align with short-term and long-term outcomes from the Logic Model.
2. **Budget:** In addition to completing the provided budget table, include an accompanying **detailed budget justification write-up**. The budget justification should be brief and is included in the 4 page limit. Please note expenses that are not allowable and do not include them in your budget proposal. Additionally, all expenses will need to follow any current pandemic-related spending restrictions and approval processes at the time of the expenditure. Indicate if there are funds from other sources that are supporting this project.

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| **Title: AdvanceRIT *Connect* Grant Budget Template** | | Dollar Amount |
| Student Salaries | Graduate, Undergraduate and Co-op Student Salaries are allowable. Graduate Research Assistants (GRA’s) need prior approval from AdvanceRIT Director. |  |
| Materials Costs | Supplies < $1500 - General office supplies such as pens, pencils, paper clips, tech support, and room setup/clean up fees, software, entertainment related expenses of any kind and equipment are not allowable expenses. |  |
| Hospitality | Hospitality must be justified and may not exceed 10% of the overall proposal budget, not to exceed $200. |  |
| Professional Fees | Speaker fees (Honorarium) are allowable expenses. |  |
| All Travel | Must follow RIT travel policy and procedures.Travel for RIT special appointment faculty, i.e. Visiting Professor(s) and students is not an allowable expense. |  |
| Professional Development and training | * Organization membership fees are not an allowable expense. Conference registration and workshop fees are allowable expenses. * Faculty/Staff salaries including course waivers are not allowable expenses. * Tuition for credit-bearing courses is not an allowable expense. |  |
| General operating expenses | General operating expenses are not allowable, i.e. website design and development, recognition awards for faculty, staff & students, lab or classroom supplies, course books, etc. |  |
|  | **Total Costs** | $ - |

1. **References:** List your references using APA format (this does not count in the 4-page length limit)
2. **Project Logic Model** (see next page; this does not count in the 4-page length limit)

**Connect Grant Logic Model**

|  |  |
| --- | --- |
| Program/Project Title: |  |
| Program/Project Goal(s): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities**  What will be done to meet the project goal | **Resources/Inputs**  What is needed to conduct activities | **Projected Outcomes**  *Effects of planned activities on knowledge, attitudes, skills, behavior, or status during or after the program/project*  **put a “\*” next to those you will measure** | |
| Shorter-term Outcomes  (1-3 years) | Longer-term Outcomes  (>4 years) |
| *Activities should be quantified (e.g. 2 workshops)* | *(student salaries, travel, speaker fees, materials & other resources required)*  Quantify inputs wherever possible (e.g. “2 student workers @ 10 hours/week for 15 weeks @$15/hr) | *These are individual impacts for faculty proposals. For unit level proposals, impacts to the unit.*  *Measures that can be completed during the grant period are encouraged.* | *These are group or instituional impacts built upon the short term impacts* |