

OSU CARES Seed Grants

2016 RFP

INTRODUCTION

OSU CARES/OSU Extension is making available funding through our **Seed Grant Program**. Applicants should use this RFP and the [Application Form for OSU CARES Seed Grants](#) to apply for funds. Below is a summary of the grant program.

OVERVIEW OF GRANTS PROGRAM

OSU CARES (Community Access to Resources and Educational Services) is a university-wide initiative funded by Ohio State University Extension. It serves as a catalyst to activate teams of University professionals to address anticipated critical issues that will face Ohioans. Through the OSU CARES grants program, we support teams to implement initiatives that address these critical issues. The teams must include at least one partner from OSU Extension and one partner from an Ohio State unit that does not currently have faculty/staff appointments funded by OSU Extension. Through the efforts of these teams, Ohioans will increase their understanding of key issues so they can make decisions that positively affect their lives and their communities.

A key focus of this year's OSU CARES grants is to translate research findings to application and /or inform research through engagement. By **integrating research, learning and engagement**, Ohioans will be better positioned to address critical issues. In addition, this grant proposal should help **formalize the partnerships** between Ohio State University colleges/units and OSU Extension. We encourage you to use this grant to support outreach/engagement partnerships that connect the missions of the units involved. The dollars should be used to build and support partnerships that are not dependent upon a few individuals, but **build relationships** between units and **integrate** the objectives of the project into the learning, research and engagement missions of each unit.

GENERAL INFORMATION

Proposal Due Date: February 3, 2016 by 4:00pm

Review Date: March 22nd, 2016 from 10:00-11:30am – Applicants should save the date to attend this review in person on the Columbus Campus

Grant Funding Period: July 1, 2016 to June 30, 2017

Announcement of Award: May 3, 2016 at the James F. Patterson Land-Grant University Lecture – Please save the date to attend and register at outreach.osu.edu/patterson_lecture.html

WHO CAN APPLY

Ohio State University faculty and staff from any campus/department. The grant team must include OSU Extension faculty or staff and faculty or staff from an Ohio State University department.

OSU CARES/OSU EXTENSION GRANTS - SUMMARY

Purpose	Support innovative outreach and engagement work with Ohioans, interdisciplinary work, and initiatives that will expand Ohio State's engagement and OSU Extension's work with the community. The grant must be a partnership between an Ohio State unit and OSU Extension.	
Maximum Amount of Grant	\$25,000	
Total Dollars to be Awarded	\$80,000	
Match Required	30% match, of which 10% match is cash and 20% match is in-kind. Example: If request \$25,000 in funding, must provide \$2,500 in cash match and \$5,000 in in-kind.	
Who Should Serve as PI	Any Ohio State University faculty or staff member.	
Partners that MUST be involved	Minimum of two departments. One department must be OSU Extension and the other must be an Ohio State University department, college or VP unit that does not have faculty/staff appointments funded by OSU Extension.	
Use of Funds	There are no restrictions on how grant dollars can be used, but explanation of how and why the dollars are used is required. Should show how each Ohio State department/unit in the partnership benefits.	
Issues/Themes to make sure you cover in the grant application	Grant should focus on the translation of research findings to application by Ohioans. What are the critical issues for Ohioans? How can Ohio State colleagues partner to translate knowledge and discoveries into application for Ohioans? These partnerships should showcase the power of integrating teaching, research and extension (engagement).	
Submission Form	Submit the proposal using the OSU CARES Grant Application Form .	
Submit Grant Application to:	osucares@osu.edu	
Questions	Karen Bruns - bruns.1@osu.edu Questions on partnering or proposal specifics	Terri Fisher – fisher.456@osu.edu 614.688.4486 Technical questions about submissions

RFP last updated: October, 2015

GRANT APPLICATION FORM includes: (please reference this list as you fill out your application form)

Cover Page:

The cover page(s) will consist of:

- A. Title of Grant
- B. Area(s) to which the project relates
 - OSU Extension Impact Areas extension.osu.edu/about/mission-vision-values/osu-extension-impact-areas
 - OSU Discovery Themes discovery.osu.edu/about/theme-areas
- C. Primary author and Co-PI's name, title, department, college, address, phone and e-mail
- D. Other team members' name, title, department, college, address, phone, e-mail, and 1-2 sentence explanation of their involvement with the grant
- E. Attach an approval e-mail from primary author's supervisor. This must also include approval of the submitted budget. (see Checklist).

Narrative Questions:

Grant Applicants answer all questions on the [Grant Application](#) in paragraph form.

1. a. Brief Abstract

To be used on the OSU CARES webpage if funded. Include an overview of the need of the program, research being translated or gathered, and the audience/geographic area targeted - 250 words maximum

1. b. Project Overview

More detailed overview of project highlighting integration of research/learning/engagement and expected outcomes for Ohioans.

2. Overall Program Goals and Objectives

3. Program Evaluation/Program Outcomes

Identify the expected outcomes/impacts of this project and the methodology that will be used to document short, medium and long-term outcomes, including indicators of success. If you develop a logic model (see uwex.edu/ces/pdande/evaluation/evallogicmodel.html) for this project, please include it in your appendix (see Checklist/Appendices). How will you communicate the outcomes/impacts to peers and stakeholders? What scholarly publications and/or presentations are expected to result from this project? [Please identify whether or not Institutional Review Board (IRB) approval will be needed for your project. If so, include securing IRB approval in your project timeline (Question 7).]

4. How will the grant help formalize a partnership? How will the grant connect Ohio State departments/units and OSU Extension? How will both units benefit from the partnership? How will you communicate throughout the project to build the relationship and partnership?

Extension faculty and staff are located in local county offices and in colleges on campus. They work in partnership with Extension faculty/staff throughout the state and the nation to address pertinent issues integrating research, learning and engagement to improve the lives of Ohioans. The local county offices and on-campus offices can serve as points of contact to engage Ohio State in new ways with communities. To learn more about possible contacts through OSU Extension, contact Karen Bruns at bruns.1@osu.edu, or visit extension.osu.edu/locate-an-office.

At the same time, many departments across campus are actively involved or want to become more involved with outreach/engagement efforts throughout the state as they implement their unit's strategic plan and integrate research, learning and engagement. The expertise of these units can (and in many cases does) play a dramatic role in building Ohio's future.

Involvement or partnership between Ohio State University colleges/departments/units and OSU Extension can help the grant teams learn about the concerns of Ohioans, how ongoing efforts are blending scholarly work with outreach/engagement, and how teams can extend their impact statewide. Therefore, each grant applicant must show how the grant will connect the work of OSU Extension and the partnering unit to build a strong, mutually beneficial partnership.

5. Who are the members of your interdisciplinary team and how will they and their unit be actively involved in this grant?

Clearly explain how this project will be integrated into each unit's mission, including integration of the project into the learning, research and engagement functions of the unit. How does the project support both the OSU Extension Strategic Plan and the partner college/unit Strategic Plan?

This grant should be used to develop true and equal partnerships between the units involved rather than being dependent upon just the individuals applying for the grant. It is suggested that this grant be used to integrate outreach/engagement work with the teaching and/or research function of the unit and the organizational structure of each unit. Proposals must have a minimum of two collaborating Ohio State departments (OSU Extension is a department in the College of Food, Agricultural and Environmental Sciences), representing at least two different Ohio State colleges and/or VP units. Proposals must explain how each team member and their unit will be involved with implementation of the grant. The proposal should clearly explain how this grant will extend the application of research findings or inform our research while building strong, formal partnerships between Ohio State colleges/units for enhanced outreach/engagement and/or continuation of the outreach project. Extension partners are encouraged to integrate this project into an existing Extension team, Extension Education and Research Area (EERA) team, or other organizational structure for longer-term sustainability of the partnership.

6. How Will the Grant Leverage Support for Longer-Term Impact, and What are Your Sustainability/Future Plans?

The proposal should clearly explain the strategies for funding this project (or the partnership) in the future. Proposals should consider the prospect of maintaining sustainability by recovering costs associated with the partnership, integrating into existing departmental funding, or securing larger grants. The project should be used to support the development of sustainable outreach/engagement work that addresses important issues impacting Ohioans by applying research findings.

7. Project Timeline

Grants may begin as soon as June 1, 2016 and MUST be completed by June 30, 2017. Timeline should include major activities to occur during that period. The timeline should also show key communication points between partners that will help build the relationship between the departments involved. Grant recipients will be expected to stay in contact with the OSU CARES offices through email for 18 months after the project to share results related to grants received and presentations and papers presented.

8. Budget Table

Include information identifying: budget category (explanation), funding requested from grant, matching cash funding, and matching in-kind funding for each category.

9. Budget Narrative

How will the proposed budget be used to achieve measurable expected outcomes? A clear explanation is required of how the money will be spent, and why the money should be spent in that way to support the project.

Match letter(s) to be included in the appendix (see Checklist on [Grant Application](#)).

NOTE: If you received OSU CARES funding in the past for this project, you may receive a *second year of funding only* if you identify an equal amount of cash match (e.g. if request \$25,000 in grant dollars, must provide \$25,000 in cash match). The source of the match must be identified and a letter of commitment must be included from the matching source.

CHECKLIST / LIST OF APPENDICES

Please complete the checklist at the end of the application form, and submit the entire document (including grant application and appendix) as one electronic document (Adobe PDF format) to osucares@osu.edu. It is preferred that the entire application be submitted as one electronic copy with all parts included. If that is not possible due to size, please clearly label and submit as multiple files/e-mails (*Part 1 of 3*, etc.). Please print or save to PDF rather than scanning, if possible. Only non-electronic documents should be scanned and added to the electronic copy. If you do not have a PDF Writer and are an OSU faculty, staff, or student, you are eligible to download Adobe Acrobat for free at ocio.osu.edu/software/adobe-ela/. Alternatively, you may follow this link for a free download: cutepdf.com.