

About that project idea...

Steven Moore, Ph.D., Director, Sponsored Programs



Getting Started

I want money so that I / We
can...



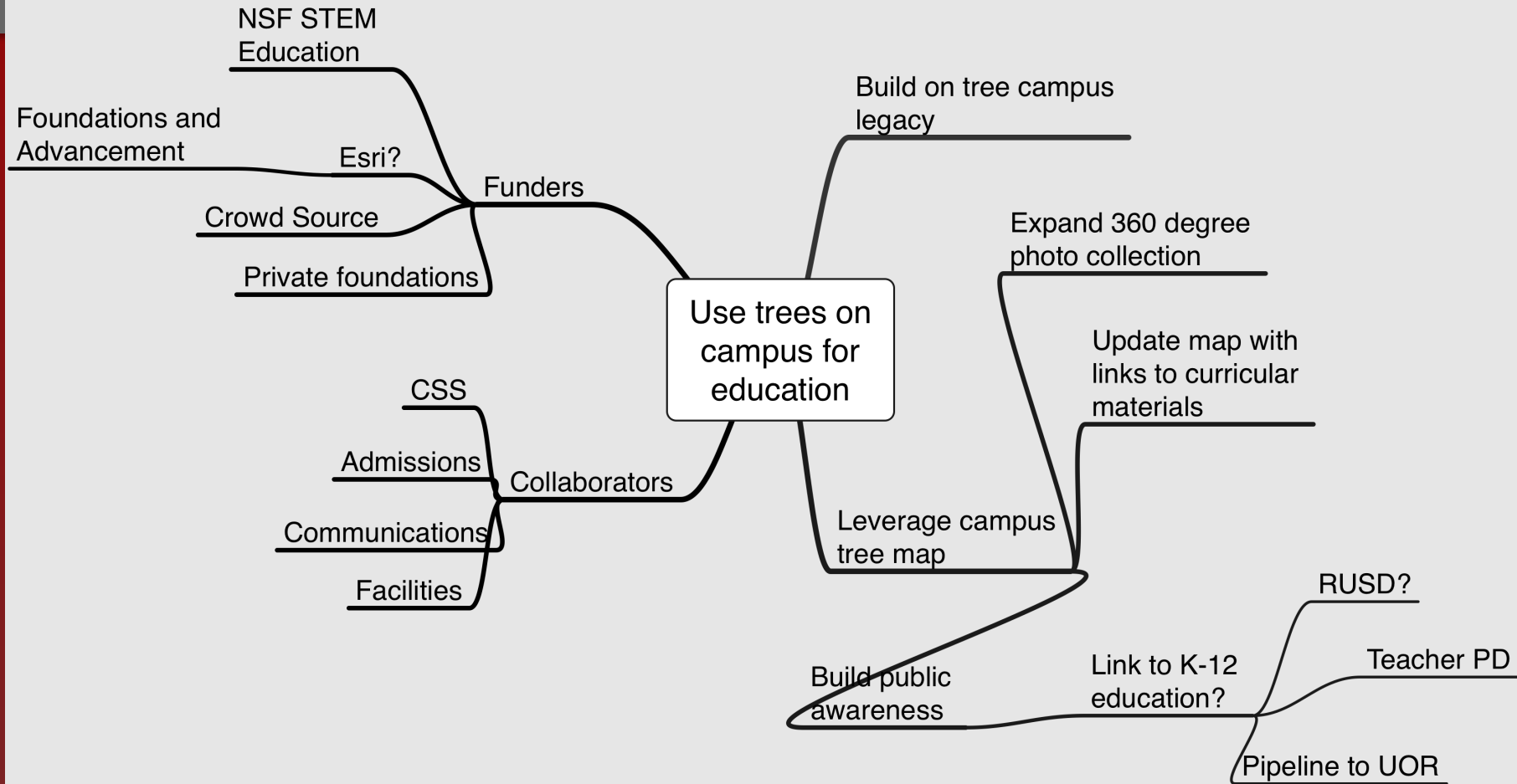
Put Your Answers in Boxes that Answer these Questions

- What do we want to do?
- What need does the project satisfy? / How does it improve X? How will it help a funder look good?
- How does the project build on what we've done?
- How will we implement the project?
- What resources will be needed to accomplish the project? How will the money be used?
- When will the project happen? What are the steps?
- What deliverables will be produced? How will they be disseminated? How will the project be sustained? How will we measure/document success?

Techniques to Get Moving



Mind Map



Outline the Proposal

Improving Undergraduate STEM Education: Education and Human Resources (IUSE: EHR)

PROGRAM SOLICITATION

NSF 19-601

REPLACES DOCUMENT(S):

NSF 17-590



National Science Foundation

Directorate for Education and Human Resources
Division of Undergraduate Education

Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):

December 04, 2019

Engaged Student Learning and Institutional and Community Transformation Level 2 and 3

February 04, 2020

Turn Recommended Elements Into Headings and Subheadings

Proposals submitted in response to this program solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF Proposal & Award Policies & Procedures Guide (PAPPG)¹⁰. Successful proposals are likely to include the following elements:

1. **Knowledge base for the project:** Successful proposals are expected to delineate the knowledge base from which the project is built. This grounding may be accomplished through a survey of relevant literature and summaries of findings of prior work. In particular, if the proposed project is building from previous work funded by NSF, a summary of the work, relevant findings, and lessons learned is an important component of the proposal.
2. **Project evaluation plan:** For all proposals except ICT Capacity-Building, an appropriate evaluation plan should be included for all projects, along with project personnel dedicated to evaluation of project activities. Evaluation activities may be conducted by an independent external evaluator, by qualified members of the project team, or guided by a project advisory board¹¹. Evaluation activities should be aligned with proposed activities and expected outcomes.
3. **Relevant research questions:** For projects that include a research component, the research questions should be aligned with the research plan, project activities, and expected outcomes, and be answerable through data generated by or related to the proposed project activities.
4. **Dissemination plan:** All projects should contain a plan for dissemination of project efforts through appropriate channels. These channels may include study registration¹², presentation of results in public forums including conferences and workshops, publication of research findings and materials in appropriate venues, and/or engagement in virtual and face-to-face communities. The IUUSE: EHR program requires the use of Creative Commons licensing for new materials and release of computer code under an intellectual property license allowing others to use and build on the work¹³.
5. **Sustainability:** All projects should consider sustainability of efforts after the completion of funding. Sustainability should also be considered in the design of hardware and software to enable project efforts to be continued following system upgrades.

Prepare a one pager

- AKA ...
 - Letter of Inquiry
 - Abstract
 - Project Summary
 - Calling Card
- (Two pages okay)

SONJA R. OKUN

sonjaokun@yahoo.com (917) 887-1363

January 3, 2006

Matt Klein, Executive Director
Blue Ridge Foundation

Dear Mr. Klein:

I am submitting the following as an initial inquiry for the Blue Ridge Foundation to consider a full proposal for my proposed start up, Exalt.

Introduction

Exalt provides a comprehensive internship program linking education, meaningful employment and mentoring for New York City's most at risk adolescents. Premised on the belief that substantive, supported internships can be powerful catalysts and incentives for youth to pursue their education and employment goals, its mission is to equip youth along the spectrum of criminal justice involvement risk with the skills and experience necessary to take concrete steps towards becoming self-sufficient, self-fulfilled, productive members of society.

After almost a decade of managing the Career Exploration Project, an award-winning internship program for youth offenders I founded in 1997 at CASES¹, I believe it is time to apply my skills, experience and passion towards helping a larger percent of our disconnected youth forge positive futures.

The Need

"Upwards of 200,000 young adults in New York City are disconnected from the mainstream – not attending high school and ill-prepared for work or higher education."²

Exalt will play a unique role in the landscape of services available to adolescents from New York's under-resourced neighborhoods. At-risk youth who do seek employment programs are generally limited to two options: basic job readiness training programs that tend to offer rote curriculum content and which do not address youths' individual interests or career goals; or industry-specific vocational training programs that are more suited for adults who have identified a particular trade they want to pursue. Without meaningful work experiences, entry level jobs can even serve as disincentives for youth to pursue employment because they don't see these jobs as stepping stones the way more privileged youth do, but rather as dead end tracks that don't provide enough money to support them and their families, or utilize their talents and interests. Supported, individually tailored internships, therefore, can be critical in building youths' motivation to pursue education and employment.

Government and private funders have recently begun to demonstrate a new commitment to serving this population. While there may be a handful of organizations operating effective employment programming, many established agencies that excel in other areas at serving this population – in GED preparation, in mental health services, and even in traditional job development services - struggle in their attempts to create meaningful internship programs. Exalt builds on an established model and method for creating a substantive internship program that meets the needs of youth and employers.

How it Works and Who it Serves

Selected through a competitive process from partner schools, youth (ages 15-20) first participate in a 4 week class which builds employment and life skills. Participants then work in paid internships for 3

¹ Center for Alternative Sentencing and Employment Services.

² "The Time is Now: Implementing One System for New York City's Emerging Work Force", A Working Paper Developed by New York City's Young Adult Task Force, September 2005.

One Pager Format

- Introduction
- Statement of Need
- Organizational History
- Project Narrative
- Timeline
- Budget
- Evaluation
- Funding Strategy and Sustainability

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Introduction

“We request \$500,000 to...”
“The funds will support
ongoing...”



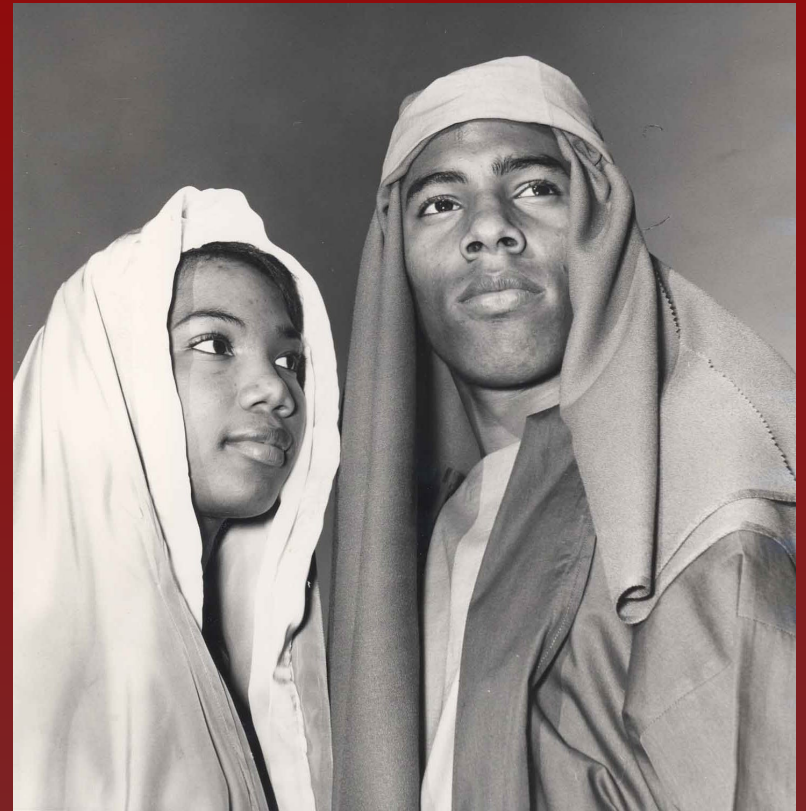
Statement of Need

- "The project is needed because..."
- "This project will improve / expand / help..."
- "The project will add to the body of knowledge about..."
- National Science Foundation calls addressing such needs "Broader Impacts"



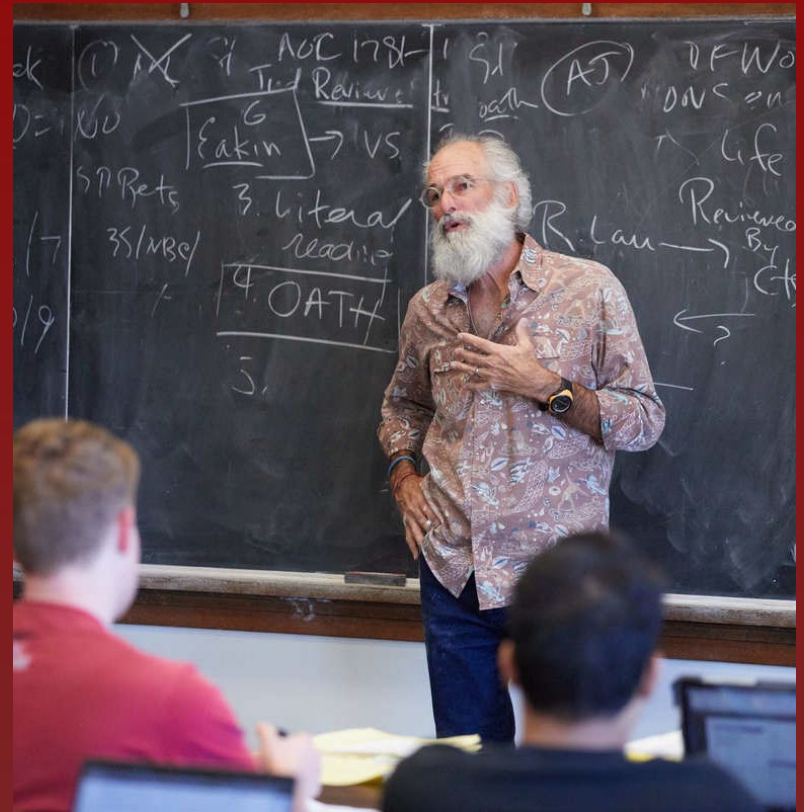
Organizational History

- "The University of Redlands has a long history of..."
- "This project will build on / continue..."
- "Using funds provided by X, we will leverage our success in..."



Project Narrative

- “The goal of this project is to...”
- “The following logic model derived from research informs this project...”
- “We will accomplish this goal by implementing the following objectives...”
- NSF calls the translation of theoretical/empirical achievable objectives “Intellectual Merit”

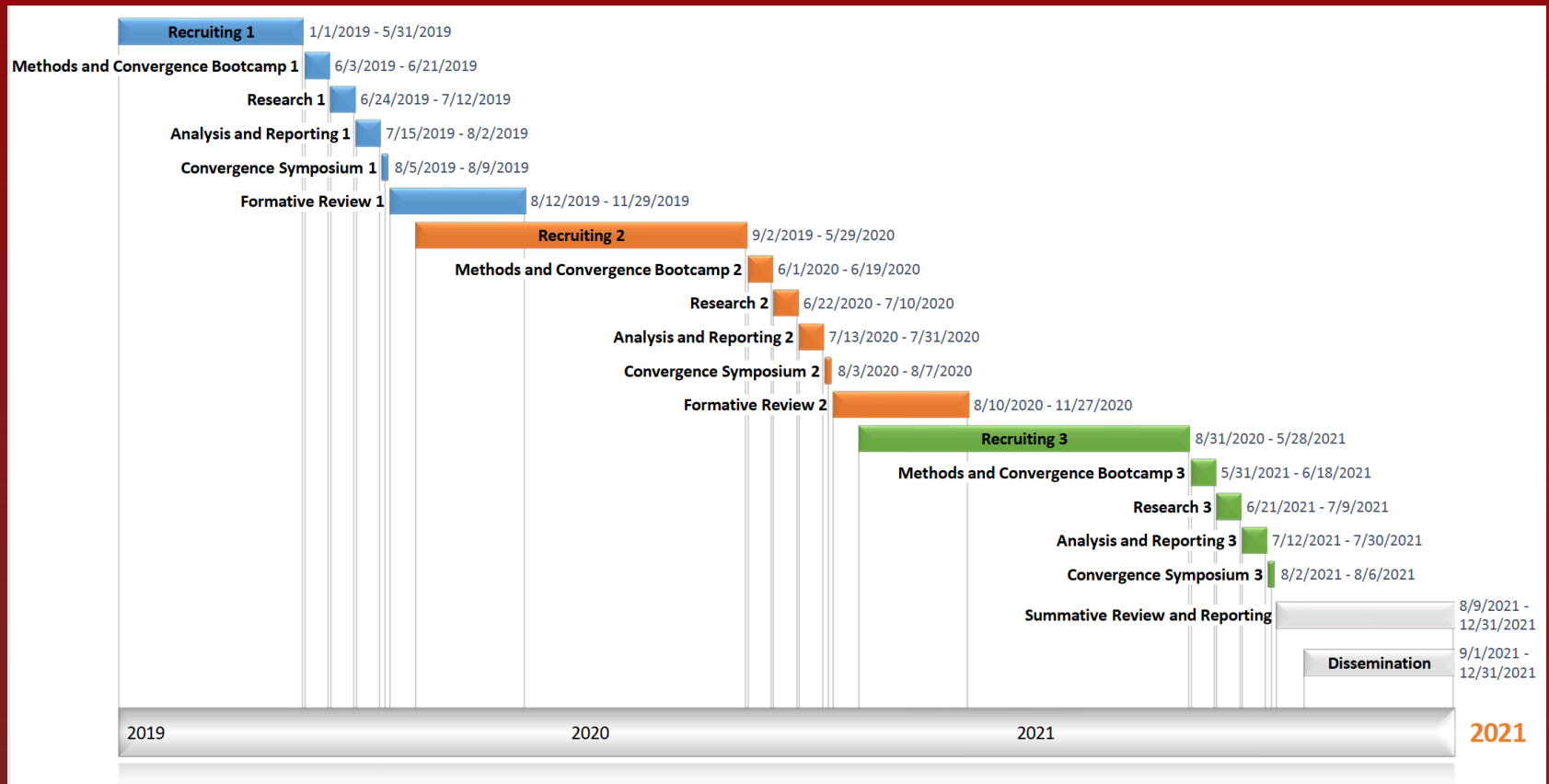


Timeline

- Each objective should be turned into milestone or bar in a Gantt chart.
- "The X project will begin on September 1, 2021 and end on August 31, 2024."
- "The X objectives will be implemented as illustrated below. Important milestones are highlighted."



Gantt Chart



Budget

- Each activity / time commitment / resource should have a budget counterpart
- “The X project will require \$175,000 for startup and operation. The University of Redlands will provide \$25,000 in in-kind donations of faculty time; an alumna has agreed to provide \$30,000 in matching funds. Accordingly, we are seeking \$120,000 from the Y Foundation...”

Evaluation

- “The project’s logic model will guide the project evaluation...”
- “Efficacy of the intervention will be evaluated using a mixed-methods approach...”
- “The goal will be to provide formative and summative data for...”



Funding Strategy and Sustainability

- “The X Project will develop a course that will become part of the Y curriculum. The Dean of the Z has committed to offer the course for a three-year trial period...”
- “The ABC Project will create a model that can be implemented at institutions like ourselves...”



Summary

- Start with what you want to accomplish.
- Justify the need; tie that to specific improvements.
- Demonstrate ability to succeed.
- Outline a plan to accomplish each objective.
- Document resources needed to implement your plan.
- Lay out a reasonable timeline.
- Tie deliverables and milestones to each objective.
- Show how deliverables will be evaluated.
- Describe how results will be disseminated.
- Present evidence of plans to sustain the effort.



Contact Us / Visit SPO / Sign Up

sites.redlands.edu/sponsored-programs/

Sponsored Programs

The Process	Roles and Responsibilities	Fact Sheet	Documents, Forms, Links, and Templates	Opportunities	Contact SPO
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Katie Millsom- Financial Reporting and Compliance, Budgets
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P.O. Box 3080
Redlands, CA 92373-0999

Click To Get On Our Email List! (University of Redlands login required)

Receive periodic emails about grant opportunities and Sponsored Programs Office news.

