**UO FOUNDATION TRUSTEE EXCELLENCE GRANT**

**2024-2025**

**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION**

**OVERVIEW & PROGRAM GOALS**

The UO Foundation Trustee Excellence Grant (Trustee Grant) aims to advance exceptional research, scholarship, or creative activity by UO faculty in ways that translate to significant impact—be those contributions to their field of scholarship, the discovery of new knowledge, and/or meaningful connections and partnerships with communities. This grant program is also intended to support undergraduate and graduate students in their scholarly or academic growth.

The UO Foundation will fund two awards annually, each up to $50,000, for projects that involve student participants. Awards will be made to a single faculty member who demonstrates a plan to advance high-impact scholarship and research in instances where faculty resources and/or external funding opportunities are limited. Trustees do not expect to award funds via this program to faculty with significant active external or internal research funding.

Competitive proposals will 1) clearly identify the impact of the research, scholarship, or creative work to be advanced, 2) describe an appropriate and rigorous methodology, 3) explain the impact of the proposed activity in terms of scholarship and social impact, and 4) embed opportunities for undergraduate students to meaningfully engage in the project.

**TIMELINE**

|  |  |
| --- | --- |
| **Dates** | **Item Due** |
| February 15 – April 2, 2025 | Research Development Staff are available to review drafts before submission |
| **April 7, 2025, by 5 p.m.** | **Application Deadline** |
| Early May 2025 | Proposal Review |
| Mid-May 2025 | UO Foundation/OVPRI review/recommendations |
| Mid-June 2025 | UO Foundation Trustees Funding Decisions |
| Late June 2025 | Award Notifications |
| September 1, 2025 – August 31, 2027 | Project Period (projects must start on September 1) |
| September 30, 2027 | Final Reports Deadline |

**ELIGIBILITY**

**Eligible Principal Investigators (PIs):** Eligible PIs are tenure-track faculty and career research faculty with the classification of *research associate*, *research professor, research scientist, research engineer, principal research scientist,* *librarian, or* *professor of practice (with primary duties in research)* with 0.50+ FTE appointments during the academic year of the research award.

**Ineligible PIs:**

* Faculty who received a Trustee Grant within the past three award cycles
* Emeritus, retired, courtesy, visiting, instructor, and pro-tem faculty and postdoctoral scholars
* Recipients of any competitive award from the Office of the Vice President for Research and Innovation who have not submitted a final report for their prior award(s)

**BUDGET & USE OF FUNDS**

**Amount:** These awards provide up to$50,000.

**Length of Project:** The project period begins September 1 and may not exceed 24 months.

**Allowable Costs:** Funds may be used for costs necessary to plan and execute the proposed research project (consistent with university and state rules) including:

* Travel, which may include funds to support a planning workshop or faculty retreat, to host a distinguished speaker who will help you initiate your project, to visit key resources and/or archives, or to visit a program officer to discuss your project.
* Equipment
* Materials and supplies
* Contractual services
* Core/shared user facilities fees: Note that OVPRI funds will be transferred directly to the core facility, while funds for all other costs will be transferred to a faculty-managed departmental index for the award.
* Salary for career research faculty, graduate students, undergraduates, and/or technical personnel under the supervision of the principal investigator
  + *Note 1:* If you plan to hire graduate employees, please include *only* their salary and OPE on your budget. The GE tuition, insurance, and fees will be contributed by the OVPRI, at the College of Arts and Sciences rates, to maximize funds available for your work. If your unit has higher tuition/fee rates, please include the supplemental amount under “OTHER” on the budget template.
  + *Note 2:*The R&R Budget template used for your submission automatically calculates and auto-populates cells for GE tuition, fees, and insurance. *Please work with your budget/grant administrator to ensure your budget only includes salary and Other Payroll Expenses for GEs.*
* Other direct costs: core/shared user facility use, speaker stipend, etc.
* Faculty summer stipend and/or course release (as per departmental policies and guidelines)

**Unallowable Costs:**

* Replacing current funding from another internal or external source
* Renovation, remodeling, or alteration of research laboratories or core/shared facilities

**APPLICATION COMPONENTS**

**Application:** Trustee Grant applications must be submitted using the online submission form.

1. [***Application Form (online***](https://app.smartsheet.com/b/form/7febdfeebe514f618a4a32043c800b66)***):*** 
   * + 1. Basic information is to be provided in the form’s text boxes. (Note that the form cannot be saved part way through.)
2. ***Proposal Documents:***(single-spaced text, Times New Roman font in 11-point or larger, and 1” margins, **use templates at end of this document**).
   * + 1. [**Abstract**](#_Abstract)(250 words or less)
       2. [**Proposal Narrative**](#_Project_Narrative_1) (3-page limit)
       3. **References Cited** (no page limit)
       4. [**Curriculum Vitae**](#_Curriculum_Vitae) (5-page limit)
       5. [**Current and Pending Support**](#_Current_and_Pending) (no page limit)
       6. [**Budget Justification**](#budget) (no page limit)
       7. **Budget:** Use the “R&R 1 to 5 Year Detailed Budget” Excel template on the Sponsored Projects Forms [webpage](https://research.uoregon.edu/forms/sponsored-projects-forms#Budget%20Templates).
          1. *Note 1:* Internal awards do not require indirect (F&A) costs. Please set that cell in the template to 0.
          2. *Note 2:* If you are including graduate employees, see *Budget & Use of Funds*section above for details on how to budget for these personnel.
       8. [**Unit Head Approval Form**](https://research.uoregon.edu/sites/default/files/2024-11/Unit%20Head%20approval%20fillable_all%2011-24.pdf)**:** Provide a scanned copy or e-signature confirming your unit head approves of the proposed application, including the budget.

**Submission Instructions:** Complete all components of the application and combine them into a single PDF *in the order listed above*, with each component on its own page. **Save with the naming convention *[Contact PI Last Name]\_FY 25 Trustee Grant*.**

1. Fill out the basic information in the online application form.
2. Upload the complete PDF.
3. Submit the form.
4. Each PI may complete the demographic survey described below (optional).

[***Optional Demographic Survey (online)***](https://app.smartsheet.com/b/form/b6eda4d487654b5794adfa2e0d0054dd)***:*** The OVPRI is committed to creating an environment that fosters sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and racial and ethnic backgrounds present in our community. The application form includes a section to disclose demographic information aimed at assessing the success of our activities towards this goal. Response to these questions is entirely optional and is not considered in award decisions. This information will not be seen by the review committee, but rather used by OVPRI leadership to ensure our internal granting programs are inclusive and equitable and serve diverse populations at UO. We welcome the submission of this information from all PIs on the project.

**REVIEW PROCESS & CRITERIA**

RDS will conduct an initial review to ensure that proposals comply with all guidelines. The OVPRI will convene a panel to evaluate the grant proposal. The VPRI will present the top four proposals to UO Foundation Trustees, who will make the final funding decisions. Applicants are informed of whether they are selected or not for the award; all notification letters will include reviewer feedback to assist with future proposal submissions.

**Criteria:** See an example of the [review sheet](https://app.smartsheet.com/b/form/be60260969c441b99dc7228c52e3e0ae) as used by the review committee when scoring proposals.

* *Significance and Contribution (Weighted 25%):* Is the project intellectually significant? What value does it offer to the faculty member’s disciplinary field and/or general audiences? Has the applicant clearly identified potential challenges and issues addressed by the project? Is it likely that the project will achieve the stated societal impacts?
* *Organization and Methods (Weighted 25%):* Is the conception, definition, organization, and description of the project clearly articulated? Is the methodology sound and indicates project success?
* *Undergraduate Student Engagement and Impact (20%):* *Does the project involve undergraduate students in a meaningful way, that would contribute to their academic or scholarly growth?*
* *Work Plan/Budget Justification (Weighted 10%):* Is the work plan and timeline feasible, appropriate, and supported by a well-justified budget?
* *Competencies, Skills, Access, and Support/Biographical Sketch or CV (Weighted 10%):* Is the applicant well-qualified to carry out the proposed work and have the means to do so if funded?
* *Final Product(s) and Dissemination (Weighted 10%):* What is the likelihood of achieving the project’s final product(s)? How strong is the dissemination plan for its intended audience(s)?

*Note: As stated above, funding preference is given to investigators without significant active funding from internal or external sources.*

**REPORTING**

An interim report is required midway through the two-year project period. A final report is due to Research Development Services no later than one month (30 days) after the conclusion of funding. RDS will supply awardees with a link to the report form 30 days before the report deadlines.

**INQUIRIES**

Questions about the Trustee Grant, application, or submission process may be directed to Research Development Services, [rds@uoregon.edu](mailto:rds@uoregon.edu).

# **Abstract**

(250 word limit, delete blue text)

Please provide a short summary of the project goals and activities. This abstract will be read by the entire review panel.

# 

# **Project Narrative**

(3-page limit, references not included in limit, delete blue text)

Please complete all five sections, using the headings below. You may include references and/or images on separate pages, which are not included in the 3-page limit.

**Significance and Contribution** (*Weighted 25%*)

* Provide an overview of the project, explaining the basic ideas, problems, or questions examined.
* Describe the significance of the proposed project, including its value to scholars in your field.
* Describe how your project aligns with your department’s standards scholarship or creative projects with respect promotion and tenure.
* Explain the challenges and issues that your proposed project will address.
* Describe the institutional and/or societal outcomes you intend to achieve through this project.
* Write for a general audience rather than experts in your field since the reviewers may not be in your discipline.

**Organization and Methods** (*Weighted 25%*)

* Explain how your proposed research will help you resolve the problems or questions you are examining.
* If applicable, provide the theoretical framework underpinning your project.
* Describe and discuss your method(s) and sources.

**Undergraduate Student Engagement and Impact** (*Weighted* 20%)

* Briefly describe how undergraduate students will be involved in your project.
* Explain academic or scholarly outcomes intended for participating students.

**Work Plan** (*Weighted 10%*)

* Describe the current state of the project and the stage of it that will be supported by the award.
* Provide a work plan describing what will be accomplished during the period of performance.
* This section is rated along with your budget justification to ensure your project plan is feasible and supported by a sound, well-justified budget.

**Competencies, Skills, and Access** (*Weighted 10%*)

* Explain your competence or background that prepares you to undertake this project.
* Describe where the proposed project will be conducted and what research materials will be used.
* This section is rated along with your curriculum vitae to ensure you have the skills and abilities to successfully complete the project.

**Final Product(s) and Dissemination** (*Weighted 10%*)

* Describe the intended results of the project.
* Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience.

# **Curriculum Vitae**

(5-page limit, delete blue text)

All PIs should submit a Biographical Sketch or CV. While there is no specific format, you are encouraged to use the format of associated with the funding agency to which you would typically apply (e.g., NSF, NIH, NEH, etc.).

***NOTE: You may submit the NIH or NSF Biosketch generated by SciENcv in lieu of this template.***

# **Current and Pending Support**

(no page limit, delete blue text)

For the PI, please provide a list of current and/or pending funding for any research project at UO, whether or not it’s related to the proposed project. Include any awards you have received from the University of Oregon (*excluding start-up funds*), as well as external awards. No page limited enforced, so please expand as necessary.

***NOTE: You may submit the NIH or NSF Current and Pending Support generated by SciENcv in lieu of this template.***

**Name**:

Current Funding

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Pending Funding

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

# **Budget Justification**

(no page limit, delete blue text)

Describe each budget line item listed in the budget template, breaking out costs by unit as applicable. Giving clear details will help the reviewers understand the reasonableness of your request. No page limited enforced, so please expand as necessary.

***NOTE: Your department/unit head must approve the budget with the fillable PDF linked in the Application Components section above.***

**Personnel**

*Principal Investigator Support*

Detail requested course release and/or summer stipend effort. NOTE: Please follow school/college/unit guidelines.

*Technical/NTTF Salary*

Provide the names of the faculty and other personnel for which funding is requested.

*Graduate Student*

Provide the number and % FTE of graduate student(s).

* If you plan to hire graduate employees, please include *only* their salary and OPE on your budget. The GE tuition, insurance, and fees will be contributed by the OVPRI, at the College of Arts and Sciences rates, to maximize funds available for your work. If your unit has higher tuition/fee rates, please include the supplemental amount under “OTHER” on the budget template.
* The R&R Budget template used for your submission automatically calculates and auto-populates cells for GE tuition, fees, and insurance. Please work with your budget/grant administrator to ensure your budget only includes salary and Other Payroll Expenses for GEs.

*Undergraduate Student*

Provide the number of student hours anticipated.

**Outside Collaborators/Consultants**

**Equipment (stand-alone pieces over $5K)**

**Materials & Supplies**

When anticipated, the proposal budget justification must indicate the general types of expendable materials and supplies required.

**Travel**

Travel activities must be specified, itemized, and justified by destination and cost. Funds may be requested for fieldwork, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence.

**Other Direct Costs**

These may include publication/documentation/dissemination costs, consultant services, computer services, etc.