

TRUSTEES' STRATEGIC INITIATIVE FUND GRANT PROPOSAL GUIDELINES

PURPOSE

TCU emerged from the two years Vision In Action Project with clear strategic planning goals and vision. The Project identified the five following goals:

- Recruit and retain students, faculty, and staff who can achieve their full potential at TCU
- Design a vibrant learning community characterized by distinctive curricular, co-curricular and residential programs
- Sustain an environment in which rich personal interaction is enhanced by outstanding facilities and appropriate technology
- Accelerate our connection with the greater community: Fort Worth, Texas, the nation, and the world
- Couple wise financial stewardship with a well-planned entrepreneurial approach to academic opportunities

The vision from the Project guiding the Strategic Initiative Process is equally directive and states:

“TCU will become an increasingly significant internationally known private university. This requires raising the Academic Profile of the University”.

In response to the Goals and Vision, TCU Trustees have established a strategic grant program to enable faculty and staff an opportunity to submit proposals for projects which will, “raise the Academic Profile of the University” and be closely aligned to at least one of the five VIA goals. Examples of projects approved for the 2005-06 academic year include:

- An increase in funding for selected graduate stipends with the strategic intent of increasing the number and quality of individuals who are attracted to TCU Graduate programs.
- Commencing the “Successful Graduation” initiative, a program that aims to significantly decrease undergraduate attrition within five years.
- An academic CD, whose purpose is to better prepare incoming freshmen for the challenges of the new environment that they are facing. This CD links to the “Successful Graduation” initiative (above) and to more robust strategies with respect to Academic advising and preparation.
- Establishment of a Center for Child Development, emphasizing the training of personnel who give direct assistance to children from challenging backgrounds.
- Support for aspects of the Transitions program for undergraduates, a program that takes a holistic approach to the problems and possibilities facing our students.

Applicants have the opportunity to apply for one or both of the following grant programs:

- **Transformational** – Projects are expected to transform the nature of the institution. If proven successful, the university will work toward sustainability in the budget process. Frog Camp and Community Scholars are examples of existing programs that have transformed the nature of the university. It is expected that successful applicants will seek funding from extra-mural sources in subsequent years. Four to six awards per year are anticipated.
- **Pathways for Transformation.** This program is intended to fund smaller projects of short duration. Planning grants, feasibility studies, program start-up costs are examples. The recommended limit for these grants is \$25,000. Eight to ten awards are anticipated on an annual basis.

GUIDELINES

The following guidelines provide essential information for the development of proposals submitted for VIA awards.

General Information

1. The proposal must be submitted in electronic format to the Office of Research and Sponsored Projects to Merry Roberts at m.roberts@tcu.edu by Monday, October 10, 2005 for the 2005/2006 academic year. For questions contact Leo Munson at 7104 or l.munson@tcu.edu.
2. Funding of approximately \$1.4M is available for 2005/2006 applications. Award announcements for 2005/2006 will be made no later than November 16, 2005. These funds will then be available immediately.
3. Applicants must specify how the project will raise the Academic Profile of the University, which VIA goal(s) is/are being met and must generally align with the strategic vision of the relevant unit of the Academy.
4. The Project Director must be an employee of TCU and will be expected to play a primary role in the project.
5. There is no minimum or maximum length of time for carrying out the project activities. Projects may be multi-year. However, the project may not extend beyond May 31, 2010 unless it is absorbed into the TCU budget.
6. There will be no maximum limit on single awards. Most grants, however, will not exceed 20% of a given year's funding.

Budget Requirements

1. All expenditures must be outlined on the budget submittal form.
2. All requests for equipment, including computers, must be documented and include:
 - a. An explanation of why the equipment or computer is vital to the proposed project.
 - b. If such equipment is already available on campus, an explanation should be given as to why it is not sufficient to meet the needs of the project.
 - c. A statement as to the disposition of the equipment at the end of the project.

PROPOSAL FORMAT

Proposals are to be organized into four sections: (1) the preprinted Grant Application Form, (2) a project narrative, (3) the preprinted Budget Form with justification, and (4) appendices, as appropriate.

Grant Application Form

The preprinted Grant Application Form serves as the cover page for the proposal. The application should be preceded by an executive summary of approximately 200 words.

Project Narrative

The project narrative should be prepared according to the format described below. The narrative should specifically address each section in the order presented using the subheadings as they appear. Narratives should be no more than approximately 1,500 words.

1. **Purpose.** State the purpose of the project in a concise introductory paragraph. Describe **exactly** what outcomes are hoped to be determined or produced. If applying for a Strategic Initiative Transformational Grant the Project Director must explain why and how the project will have transformational value to TCU.
2. **Project Background.** If appropriate, a review of the pertinent previous work or programs in existence either at TCU or other campuses which you believe to be important to the evaluation of your application.
3. **Project Potential.** Provide an explanation of (1) how this project will contribute to raising TCU's Academic Profile, (2) if the project will allow you to seek external funding, and if so how you expect to seek the funding, (3) the potential for publication, or other appropriate form of external recognition, based on the activities of the project, (4) which VIA goals are being met by funding the project.
4. **Methods & Assessment.** Provide a description of the project activities, making it clear how these activities will allow you to reach the purpose described in Item 1. The methods section should include a clear articulation of the timeline benchmarks and method of assessment. Multi-year applications will be reviewed annually in June and renewed funding will be dependent on the assessment of outcomes.

Budget and Budget Justification

A detailed budget should be submitted using the preprinted Budget Form included with the Grant Application materials. Justification for each major line item should be provided on not more than one page immediately following the budget.

Additional information essential to a clarification of the project narrative (e.g., measurement instruments, justification for collaborative research or programming, etc.) may be included.

**PLEASE REMEMBER THAT PROPOSALS ARE REVIEWED BY
PERSONS WHO ARE NOT NECESSARILY EXPERTS IN YOUR**

FIELD. IT IS IMPORTANT THAT THE DETAILS AND IMPORTANCE OF YOUR REQUEST ARE PRESENTED IN LANGUAGE THAT WILL BE CLEAR TO THE READER.

ADMINISTRATION

1. It is the responsibility of the project director on each project to assure that available grant resources are used judiciously to accomplish the objectives specified in the proposal and that expenditures remain within the approved budget.
2. Funds approved for one purpose may not be used for another purpose.

For VIA Planning Counsel Use Only: Action _____ Amount _____
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**TRUSTEES' STRATEGIC INITIATIVE FUND
GRANT APPLICATION**

Project Director and Partners –
Department/Academic Unit –
Project Title –
Has approval for this project, in whole or in part, been previously sought at TCU? If yes, please describe the outcome.
Authorizing Signatures: Multi-disciplinary or multi-departmental request must include all appropriate signatures. Project Director _____ Department Chair/Immediate Supervisor _____ _____ Dean of School/College or Vice Chancellor _____ _____
EXECUTIVE SUMMARY (200 WORDS)
Are funds available from other sources? If so: Source - Amount - Funding Period - to

If you have been awarded funding or have submitted this project for extramural funding, please indicate the following:

Agency -

Amount -

Proposal Status

Awarded

Denied

Pending

Will the results of this Strategic Initiative grant enable you to apply for extramural funding?

Yes No

If yes, when do you plan to submit the proposal?

Does this proposed project:

Yes No

Involve human subjects? If yes, date of Committee review:

Yes No

Involve live animals? If yes, date of Committee review:

Yes No

Involve radioactive substances?

Yes No

Involve scheduled drugs?

Does this proposed project:

Yes No

Involve **curriculum changes** or **new curriculum/courses**.

If yes, date of review or approval

_____ (date) - by department(s)

_____ (date) - by college(s)

_____ (date) - by council(s)

List the departments/units whose participation is essential to the project's success:

**TRUSTEES' STRATEGIC INITIATIVE FUND
BUDGET SUBMITTAL**

A. Salaries: (State projected period and number of hours for which assistant will be employed.)		
1. Faculty/Staff –	\$	
2. Consultant –	\$	
3. Student/Research Assistant - Note: Students must be paid at least the federal minimum wage of \$5.15 an hour.	\$	\$ 0
B. Travel (Itemize on separate sheet; do not include funds for presentation of research papers.)		
1. Faculty/Staff –	\$	
2. Consultant –	\$	
3. Foreign –	\$	\$ 0
C. Permanent Equipment (If requested equipment is presently available on campus, please explain, on separate sheet, why the available equipment cannot be used.)		
1.	\$	
2.	\$	
3.	\$	\$ 0
D. Other Expenses (Itemize on separate sheet, include costs.)		
1. Supplies/Outside Vendors	\$	
2. Print/Copy on Campus	\$	
3. Computer Charges	\$	
4. Mail Services	\$	
5. University Store Charges	\$	
6. Other	\$	\$ 0
TOTAL BUDGET REQUEST		\$ 0

Please describe any needed renovations or additional space required for successful completion of the project. Please be specific, but there is no need for cost estimates.