

# USU Extension Grants

## Request for Proposals and Guidelines

### Projects Commencing in 2018

Given the land-grant mission of Utah State University, USU Extension invests in projects that are important to Utah and its communities.

Priority in this round of funding will be given to projects that:

- Foster collaboration between campus and off-campus faculty in the development and delivery of Extension programs.
- Produce Extension scholarship (i.e. referred journal articles, curriculum materials, etc.).
- Document meaningful impacts.
- Lead to external funding.
- Benefit underserved audiences.

Approved projects will start April 2018. Project duration may not exceed 21-months (December 2019). Be mindful that overlapping Extension grants are not being approved. This means:

- If you want to be considered for a 2018 grant, your 2017 project must be completed by December 2017.
- If you want to be considered for a 2019 grant, your 2018 project must be completed by December 2018.

Budgets may not exceed \$30,000. Funding requests should correspond to:

- the scope of the project,
- the project duration,
- and the degree of collaboration between campus and off-campus faculty.

For example, a project with limited scope (e.g., one county or one campus lab), short duration, and no campus/off-campus collaboration would only qualify for up to \$10,000. A project with activities around the State, long duration, and extensive collaboration would be eligible for up to \$30,000. Extension administration reserves the right to partially fund requested budgets.

#### **The cover page should include (in order):**

1. *USU Extension Grants Program 2018* at the top.
2. Title: A concise description of the requested project.
3. Discipline: Specify 4-H and Youth, Agriculture, Community Development, Family and Consumer Sciences, Horticulture, Natural Resources, or Other.
4. Personnel: Specify the project leader and include his/her Banner identification number. Also specify additional USU collaborators and their Banner identification numbers.
5. Project Duration: Projects begin April 1, 2018 and must finish no later than December 31, 2019.
6. Total Requested Amount: Not to exceed \$30,000.
7. Abstract: Maximum fifty-word summary in layman's language describing the project.

#### **The proposal should include (in order):**

1. An introduction to the project that clearly states the specific issue/problem to be addressed.
2. A review of literature. Present background information and relevant literature that justifies or explains the project.

3. Identify objectives, procedures, methods and target audiences (e.g., who will benefit from the project).
4. An evaluation plan detailing what and how impact(s) will be measured.
5. Anticipated outputs and outcomes (e.g., scholarly products, innovative technologies, number of people reached, etc.).
6. Plans for how the proposed project will be sustained beyond the duration of this grant and/or leveraged to secure external funding.
7. Plans to disseminate results and lessons learned within the USU Extension system.
8. Describe collaborators' roles and responsibilities.
9. A detailed budget narrative that justifies proposed expenses by expenditure category.
10. Budget (Appendix A). Use the template at: <http://extension.usu.edu/employee/grants>. Use 2018-2019 rates for benefits and insurance costs (see <http://rgs.usu.edu/spo/benefit-rates/>).

**Eligibility criteria:**

- USU Extension Grants provide seed money to salaried USU employees with Extension appointments for projects that benefit Utah citizens.
- USU employees without an Extension appointment may apply if they collaborate with Extension faculty.

**Expectation to share results and lessons learned within the USU Extension system:**

- Final reports must be posted on the Extension website.
- Grantees are expected to give a presentation at the Annual Extension Conference (usually held in March) following the completion of their project. Ultimately, the Annual Conference planning committee will decide what form these presentations will take (e.g., poster session, lightning presentation, etc.).
- In addition to a presentation at annual conference, grantees are expected to schedule and provide a more detailed presentation in another venue for interested USU Extension employees (e.g., Bushwhackers, 4-H, FCS, etc.). This should be done within a reasonable time before or after the end of your project. The presentation could be done in the form of a face-to-face in-service, IVC, Zoom webinar, etc. Ideally this would be recorded and posted on the Extension website next to your final report. That way new employees, or those who were unable attend your presentation, could also watch and learn.

**Procedures and details:**

- Complete proposals are not to exceed 10 double-spaced, type written pages in 12 point font, including the cover page, budget template (Appendix A), budget narrative, and references.
- Excess pages will be removed prior to review (e.g., if you submit 10 single spaced pages, 5 of those pages will be removed).
- An employee may be a collaborator on multiple projects. However, an employee may only submit one proposal as project leader.
- Upload the proposal at <http://extension.usu.edu/employee/grants>. Proposals will be reviewed and rated by a panel of other Extension professionals.
- Final funding decisions will be determined by Extension Administration.
- If awarded, budget deviations more than 10% must receive prior written approval from Extension Administration.
- Travel funding is for in-state, project-related travel only.
- Funding may not be used for salary for USU faculty or Extension supported employees.
- All expenditures must be made according to university policies and procedures. Funds must be expended during the approved grant period and no funds will be carried

forward. Any funds remaining in your account at the end of the project will be returned to Extension Administration.

- End-of-project report: An end-of-project report must be submitted to Extension Administration within 30 days of project completion. Report instructions, along with the report format, will be posted at <http://extension.usu.edu/employee/grants>.
- Employees will not be considered for a new Extension grant until they follow through with past projects and grant requirements.
- USU Extension Grants offer initial “seed funding”. Other funding will be necessary to sustain the project.

**Dates:**

- January 17, 2018 – Deadline for proposals to be uploaded at: <http://extension.usu.edu/employee/grants>.
- April 1, 2018 – Approved projects begin.
- December 31, 2019 – Projects must be completed.
- Final report is due 30 days after project completion.

**Questions** about Extension Grants can be directed to:

- Brian Higginbotham, 435-797-7276, [Brian.H@usu.edu](mailto:Brian.H@usu.edu)
- Bryan Arnell, 435-797-2211, [Bryan.Arnell@usu.edu](mailto:Bryan.Arnell@usu.edu)