

August 30, 2002

## REQUEST FOR PROPOSALS

College of Forestry FY 2002-2003 Innovative Grants Program

In accordance with Administrative Memorandum 215 (Use of Discretionary College Funds), \$50,000-\$100,000 have been made available for fiscal year 2002-2003 to fund innovative projects in teaching, research, or extended education. Members of the College of Forestry are invited to submit proposals through unit leaders for consideration by the College's Forestry Executive Committee. Proposals will be evaluated on criteria described in Administrative Memorandum 215. Preference will be given to proposals that clearly contribute to goals identified in the College Strategic Plan "*Creating Our Future*."

Proposals should be no longer than four, single-spaced pages using 12-point font. Each proposal should contain the following headings: Title, Principal and Co-principal Investigators, Introduction, Objectives, Justification, Methods, Conveying Results, Duration, Budget. Headings should be in bold print.

- Title:** Proposal title
- Principal and Co-principal Investigators:** Principal and co-principal investigators' names and affiliations
- Introduction:** Set the context for the proposal by providing appropriate background information including the broad problem area to which the proposal is relevant.
- Objectives:** In one or two sentences, state the overall objective. This may be followed by more specific objectives if appropriate.
- Justification:** Describe the importance of the proposed project and why it should be funded. This would be a good place to address the applicable evaluative criteria.
- Methods:** Describe the methods you plan to use to achieve the objective(s).
- Conveying Results:** Describe the products (e.g., publications, thesis, video, instructional materials) that will be produced to convey project results.

**Duration:** State the month and year the project will start and end (e.g., November 2002 – June 2004).

**Budget:** State the total dollars requested by fiscal year and a total for the proposal (e.g., FY02-03 = \$12,000; FY03-04 = \$20,000; proposal total = \$32,000).

Proposals will be funded for no longer than three years. Funding for any given year may not exceed \$20,000.

**Proposals will be submitted through the unit leader.** Those deemed appropriate for College consideration will be evaluated by the Forestry Executive Committee in October.

**Proposals will be accepted until October 15** and should be sent to Jeffrie Husband. Questions about this RFP or the Innovative Grants Program should be directed to Steve Hobbs.