

**2016-2017 CU-BOULDER CAMPUS
ENTREPRENEURSHIP INITIATIVE SEED
AWARDS**

Proposal Guidelines

The CU-Boulder Campus Entrepreneurship Initiative Steering Committee (the “Committee”) invites proposals from faculty and staff members seeking funding for projects involving entrepreneurship or a problem-solving mindset.

FUNDING AVAILABLE: \$2,500-\$10,000.

ELIGIBILITY/REQUIREMENTS

- Project involves faculty research, creative work, teaching, campus or community outreach focused on entrepreneurship and creative problem solving. The project can be extracurricular or grounded in a more formal curricular setting. The project should serve as a catalyst for increased exposure to, and engagement in, using an entrepreneurial or creative problem-solving mindset.
- The principal applicants must all be CU-Boulder faculty and staff members (tenured and tenure-track faculty, senior instructors, instructors, and institute faculty such as senior research associates and research associates and professional exempt and classified staff). Students may have an active role in the project, but cannot be considered as principal applicants.
- Larger awards are available for those projects that are interdisciplinary in nature or that leverage the efforts and resources of multiple stakeholders across campus to create substantial cross-campus impacts.
- At least one academic unit or department must sponsor the project and maintain fiscal oversight.
- Projects must begin during the current fiscal year and be completed by June 2017.
- Awards are prioritized for new projects that will be initiated during the fiscal year. However consideration will be given for existing projects that are offering a substantially new dimension, and for existing projects in which the seed award is no more than one fifth of the project’s total funding.

HOW TO APPLY

Submit proposals online at <http://www.colorado.edu/law/CampusEntrepreneurshipSeedAward/application> by **Wednesday, June 15, 2016**. The online application system will open the week of May 15. Following a comprehensive review of all proposals by the Committee, applicants will be notified of award decisions via email in early July. General information and a downloadable form of this Request for Proposals are available at <http://www.colorado.edu/law/CampusEntrepreneurshipSeedAward>.

Tip: Prepare a draft of your proposal to cut and paste into the online submission form so that you have a copy for your records. Once you click on the "submit" button, you will no longer be able to make changes. The online form will cut off any information that exceeds the maximum word count.

PROPOSAL GUIDELINES

Contact Information

- Project title (8 words or less, clear to a lay audience)
- Faculty and staff applicants' names, ranks, departments, UCB campus boxes, campus phone numbers, email addresses
- All primary faculty and staff applicants' department chairs/directors and email addresses
- School/College deans' names and email addresses

- Accounting contact's name, phone number, and email address

Project Description

Please provide a narrative for each of the following sections **(250-Word Maximum for Each Section)**:

1. Project Goals: Overview of clearly defined goals and objectives.
2. Project Efforts: What efforts has the project already made and what will future efforts be? Also, include any information on the interdisciplinary or collaborative efforts of faculty and project stakeholders across the campus ecosystem.
3. Project Timeline: Outline of project plans and timeline. **[NOTE—For projects that will extend past June 30, 2017, applicants must request special permission]**
4. Partnership Details (if applicable): Role of the various project partners/stakeholders and how the collaborative partnership mutually benefits faculty, students, and community participants.
5. Student Involvement (if applicable): Describe how the project involves CU-Boulder students in the development, implementation, and/or evaluation of the project.
6. Project Status (if applicable): If the project is already in existence, describe the duration of the project to date and the project's impact to date. Additionally, describe how this seed award will be used for a substantially new dimension of the existing project. "Substantially new dimension" can mean the project has: (i) a significant product/service enhancement, (ii) a newly identified customer/stakeholder group, and (iii) a new and/or unique application for the product/service. If there is no new dimension, detail the current outside funding for the project and how much the seed award would add to overall project funding.
7. *Continuing/Previously Funded Applicants Only*:
 - Duration of project to date
 - Project's impact to date
 - Justification for continued funding

Role of All CU-Boulder Faculty and Staff Involved in the Project (250-Word Maximum)

Each faculty and staff applicant should play an integral role in the group project. Please include:

- Names and roles played by each participating CU-Boulder faculty and staff member
- Explanation of how the program extends the faculty and staff member's teaching, research, creative work, engagement with the campus community, and/or use of an entrepreneurial or problem solving mindset

Audience and Demonstrated Need (250-Word Maximum)

- Description of any non-faculty and staff partners/stakeholders and their involvement, including plans to include them and learn from them during the project
- Demonstrated project need--are you responding to a direct request?
- Pertinent demographic information--Is the project inclusive to members of the campus community?

People Directly Impacted by Project

- Number of CU-Boulder faculty and staff involved from each department
- Number of CU-Boulder undergraduate students involved from each department
- Number of CU-Boulder graduate students involved from each department
- Estimated number of external community members involved

(Note: This is not to suggest that more is better; the committee understands that some

projects may go deeper but serve fewer people.)

Assessment/Evaluation Plans (250-Word Maximum)

An integral part of the projects includes some form of assessment of impacts. Upon completion of your project, you will be asked to submit a final report that includes a description of the work done, its impact, participant counts (community/audience, faculty, students) and number of contact hours. You will have the option of a brief summary of your research findings and citations to any published or presented work in your final report.

As you explain your current project design and assessment plans, please consider the following:

- What approaches will you regularly use to monitor the quality of your project efforts and to gather feedback to improve it?
- What approaches might you occasionally use to gather evidence about the impact of your work on both external and internal audiences?

Budget Information

1. Budget narrative: Specifically explain how your budget will support the activities and people described previously in your proposal.
2. Provide a breakdown of the dollar amount and a brief description (8-word maximum) of the projected expenses for this request. Identify each expense in one of the following designated categories:
 - travel expenses
 - materials/supplies/equipment
 - student pay
 - other direct costs
 - GAIR*
3. Total Funding Request: Total dollar amount of funding requested from the Committee (\$10,000 limit including GAIR). For projects that are interdisciplinary, cross-campus, or involve significant collaboration with community members, up to \$20,000 in funding is available.
4. Other Project Expenses and Funding Sources (if applicable): Provide a brief description (8-word maximum) of the other expenses associated with the project that are not part of your funding request to the Committee, a breakdown of the dollar amount, and the funding source for each expense (e.g. in-kind donation, contribution, grant).

*All project accounts, which are Fund 20 accounts, are subject to General Administrative and Infrastructure Recharge (GAIR) fees, currently assessed at 6.58%.

Allowable Budget Items:

- Program materials and supplies, including printing costs and informational materials
- Equipment necessary to the project, including justification for its use and a plan for what will happen to the equipment once the project is complete (equipment is technically property of the state and can't be donated or remain at external sites)
- Food or beverage integral to the project cannot be used for alcohol
- Student stipends or hourly pay for CU-Boulder undergraduate or graduate students: (include pay rate and all costs associated with position)
For undergraduate pay rate information visit:
<http://www.colorado.edu/studentemployment/payrange.html>
For graduate pay rate information visit:
<http://www.colorado.edu/GraduateSchool/facstaff/index.html>
- Travel expenses for CU-Boulder faculty, staff, and/or students (note: budgets comprised primarily of travel expenses are less likely to be approved)
- Other direct costs needed for the project

Non-allowable Budget Items:

- Faculty pay, honoraria or release time
- Fees for outside consulting, speakers, or professional services

- Capital expenses or overhead costs (e.g., rent, personal computers, office equipment)
- Expenses to attend a conference

Non-use of funds awarded:

- Any funds not used by June 30th, 2017 will be frozen and returned to the Committee.
- You may reapply to the Committee to receive the unused funds for the next award year or you may make a new application if you are seeking additional funds above those which were unused.

Final/Status Report (for Continuing Projects)

If you were awarded project funds from the Committee during the prior year, please submit a Final/Status Report for that program with your new proposal, even if you have not yet completed the project or are submitting a proposal for a different project. You may access the form on the seed award web site at <https://www.colorado.edu/law/CampusEntrepreneurshipSeedAward>.

CONTACT US

Feel free to contact us in advance of your proposal submission if you have questions about the eligibility of your project or need more information:

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