

# Kutztown University and Rodale Institute Collaborative Grant Program

**General Information and Guidelines**

***REQUEST FOR PROPOSALS (RFP)***

***for submission during the***

***2023-2024 Academic Year***

**PROPOSAL SUBMISSION DEADLINE:**

**4:00 pm (EST) on Monday, March 11, 2024**

**I.** ***PURPOSE***

The purpose of the Kutztown University and Rodale Institute Collaborative Grant program is to support faculty/student scholarly activities related to regenerative organic agriculture and the agricultural environment in collaboration with Rodale Institute. The goals are multiple: to develop the field of regenerative organic agriculture research and environmental awareness; to enhance the collaborative relationship between KU and the Rodale Institute; to support faculty research and creative activities; to encourage and support faculty/student research collaborations.

**II. *ELIGIBILITY***

1. Project Directors/Co-Directors must be KU “Regular Faculty” members, defined as “tenured or tenure track faculty” members. Rodale Institute Scientist/Scholars may be Co-Directors with faculty members.
2. All projects must involve direct collaboration between KU faculty and Rodale Institute scientists/scholars.
3. All projects must involve at least one KU student. Additional students and Rodale interns may also participate.
4. KU Faculty may conduct grant-funded projects while on sabbatical but may not request salary replacements or supplements as part of the grant.

**III. *CRITERIA***

The following criteria will be applied in evaluating all grant proposals submitted:

1. Significance and impact of the proposed project and its projected outcomes in relation to the purpose of the KU and Rodale Institute Collaborative Grant Program.

The significance and impact of the proposed project and its outcomes focus on what others will learn or how they will benefit from the work. In addition to students involved in the research, submissions should address impact on one or more of the following: regenerative organic agriculture, colleagues locally or nationally, public and private institutions, government agencies, health-care organizations, public school personnel, etc.

1. Clarity, completeness, and feasibility of the proposal, including the following areas (address the following points as completely as possible in non-technical language as per pages 3-4):

* what you or others have done previously that relates to your project
* what you expect to accomplish
* what work will be done during the course of the project
* who will perform the work (i.e., include names of students, consultants, presenters, etc.,

whenever possible, to show advance planning for the project)

* how the work will be performed
* where the work will be performed
* when the work will be performed (grants may run for up to 16 months)
* how the budget will be utilized to further the project goals

**IV. *GENERAL STIPULATIONS***

In addition to the eligibility requirements listed on page 1, the following stipulations apply:

1. A faculty member may not submit more than one proposal for which he/she is to serve as the Project Director.
2. Projects may start immediately upon receipt of an award notice (expect no later than April 19th). Projects are to be completed by August 31, 2024. The timeline in the project narrative should indicate the actual end date, whether it is August 31st or earlier. Reports will be submitted within 45 days of the project’s completion, but no later than October 16, 2024. Any grant funds not used or encumbered by the project end date will be returned.
3. The maximum grant award limit for individual annual grants awarded this year is $20,000. Grant proposals with budget plans requiring amounts above that limit must show on the budget how the additional amount will be provided from another revenue source.

**V. *SUBMISSION REQUIREMENTS AND DEADLINE***

**Proposals are due at 4:00 pm (EST) on Monday, March 11, 2024.** Applications must be submitted to Heather Arbuckle in the Office of Grants and Sponsored Projects at arbuckle@kutztown.edu. Proposals must be in the form of a PDF file.

Any required letters of collaboration or forms requiring signatures must be included in the proposal PDF file.

VI. *SELECTION COMMITTEE*

The selection committee shall be appointed collaboratively by the Provost and Rodale Institute and may include the dean(s) of the college(s) and/or chair(s) of the department(s) from which proposals originated, one representative from the KU Office of Grants and Sponsored Projects, and other members of the campus community. Two representatives of the Rodale Institute shall be appointed by the Institute to serve as members of the committee.

**VII. *CATEGORIES***

***Category 1:* Joint Faculty-Student Research**

Purpose – In this context, research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. Applied research is broadly defined as problem-oriented research that has application beyond the scholarly community. All projects are expected to result in scholarly publications, an appropriate joint presentation, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies.

The purpose of this category is not to fund essentially independent research by students. A student may not be the project director or principal investigator. Students may be paid for participation, but may also be receiving credit for the work though internship, independent study, etc. Proposals must include an explanation of how students will be selected and how they will work with the faculty and Rodale Institute collaborator both in the research and in the dissemination of its outcomes.

***Category 2:* Joint Scholarship of Teaching and Learning Research**

Purpose – In this context, research means applied research related to the investigation, development, testing and evaluation of educational programs and practices. Applied research is broadly defined as problem-oriented research that has application beyond the scholarly community. All projects are expected to result in scholarly publications, appropriate joint presentations, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies.

The purpose of this category is not to fund essentially independent research by students. A student may not be the project director or principal investigator. Students may be paid for participation, but may also be receiving credit for the work though internship, independent study, etc. Proposals must include an explanation of how students will be selected and how they will work with the faculty and Rodale Institute collaborator both in the research and in the dissemination of its outcomes.

***Category 3:* Joint Faculty-Student Creative and Performing Arts**

Purpose – This category supports the value of the arts in our understandings and appreciation of the world as related to agriculture and the environment. Projects are expected to result in juried presentations or exhibitions, public performances, publications, or some other recognized form appropriate to the particular field. The grant cannot be used to fund existing campus-wide arts series, festivals, or events, etc.

The purpose of this category is not to fund essentially independent creative work by students. A student may not be the project director or principal investigator. Students may be paid for participation, but may also be receiving credit for the work through internship, independent study, etc. Proposals must include an explanation of how students will be selected and how they will work with the faculty and Rodale Institute collaborator both in the creative activity and in the dissemination of its outcomes.

If the primary effort in an arts proposal is research, the proposal should be submitted under Category 1.

**VIII. *PREPARATION OF THE PROPOSAL***

**A. General Guidelines**

1. The grant proposal narrative must not exceed FIVE pages, single-spaced. (Use the content guidelines provided on pages 4-5 to order the narrative.)
2. Do not attach other items or appendices that are not listed below (a-g). The following items should be included **in addition to the three to five-page narrative**:
   1. The title page;
   2. Required two-page PI and co-PI curriculum vitae;
   3. A short list of references (not to exceed one page);
   4. A one-page summary of any previous grant(s) received by the Project Director;
   5. A copy of the title page and signatures page of any contract directly related to your project (e.g., with a publisher);
   6. Project budget, utilizing the supplied template;
   7. A letter of collaboration/support from the Rodale Institute scientist/scholar(s) participating in the project must be included; and
   8. Additional letters of collaboration for either category. Letters may only be included from collaborators mentioned in the proposal narrative who are not listed as Co-PIs on the cover page and are not students. The letter must follow the format on page 9.
3. Care should be taken to avoid disciplinary jargon as much as possible. Write in a non-technical style and language. When technical terms are unavoidable, a short (one sentence, parenthetical or footnote) explanation is encouraged.
4. Check and re-check the budget instructions to be sure that your proposed budget is in compliance and follows the format given on page 8 of these guidelines.

**B. Content Guidelines**

1. Project narrative – The narrative should be concise but include sufficient information to permit effective review by a multi-disciplinary group. Language should be non-technical in nature. Be specific and informative; avoid redundancy. All narratives must include the following sections:

1. **Background and Significance** (approximately 1 page)

* Briefly sketch the background of the present proposal.
* Evaluate existing knowledge or practice (what others have found or done).
* Specifically identify the gaps or needs which the project intends to fill.
* If you have performed previous work related to the proposal, describe previous findings or outcomes.
* Clearly state your view of the proposed project’s significance.

1. **Goals and Objectives** (approximately 1/2 page)

* List your broad long-term goals, and
* Provide a point-by-point listing of the specific objectives to be addressed in the proposed project.

1. **Description of Project** (1-2 pages)

* Describe the design of your project and the procedures to be used or activities to be engaged in to accomplish your specific objectives.
* If appropriate, include the means by which data will be collected, analyzed, and interpreted.
* Provide a tentative sequence or timeline for the work.
* Include at least one paragraph on dates/timelines of critical events and discrete phases of the project.
* Your description may be divided into further sub-sections for clarity.

1. **Expected Outcomes** (approximately 1/2 page)

* Describe plans for dissemination of findings/results or creative artifacts.
* List expected outcomes, including what you expect to learn and what others will learn, including the ultimate impact on the involved student(s).
* Explain any plans for continuing the project beyond the grant period.

1. **Project Evaluation** (approximately 1/2 page)
   * Describe your method of measurement for all outcomes.
   * Describe how you will evaluate your project success
2. **Project Budget** (not included in page limit)
   * The final page of the narrative must include the budget presented in the required table format
   * Provide budget notes that explain exactly how budget figures were calculated and how grant funds will be used.
   * Check addition to be sure totals are correct.
3. **Letter(s) of Collaboration** (not included in the page limit)

* Provide the required letter of collaboration from the Rodale Institute scientist/scholar participating in the project. See template attached.
* Provide any other relevant letters of collaboration.

4. Assurance of compliance with University and Institute research requirements – It is the responsibility of the Project Director to assure compliance with all Kutztown University and Rodale Institute research requirements (e.g., Human Subjects Research, Animal Welfare, Conflict of Interest, Integrity in Research) if applicable to the proposed project. Proposals must reflect the Project Director’s awareness that approval from particular review bodies is needed (or not) and must indicate the timeline for securing such approval in the project narrative.

5. A summary 2-page curriculum vitae or resume for the Project Director and co-Project Director (if pertinent) must be appended to the proposal. The vita should include only information relevant to the proposal and must not exceed two pages.

6. References – A full review of literature is not expected, but any sources cited or of particular relevance to the proposal must be listed in an appendix limited to one page. Short in-text references are also desired.

7. Previous grants and outcomes – Append a list of all previous grants consisting of no more than one page listing the year, title, category of previous grants, and briefly indicate project outcomes.

9. Documents relating to related contracts or other funding.

**IX. *BUDGET INSTRUCTIONS***

The project budget must include all anticipated expenses and revenue. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. The following instructions pertain to specific budget items. All amounts should be rounded to the nearest dollar.

1. Reassigned Time – No more than one (1) course of release may be requested in an academic year. Release will typically be granted in the spring semester. If a project budget includes funds for a replacement faculty member (to teach a course in lieu of the participating faculty member), no more than the actual amount required for replacement at the instructor level (Q01 Step 1) may be requested. If an alternative workload assignment for a particular faculty member does not require replacement, funds for that purpose should not be requested.
2. KU Summer Stipends – No more than $2,000 per faculty member per month for up to two months during the summer will be awarded. Summer stipends are intended to relieve faculty of the financial need to teach a course during the summer; the maximum stipend assumes full-time work on the project during the time period for which it is granted. Lower summer stipends should be requested if the faculty member(s) will be teaching during the funded period. Justification in terms of time and effort during the summer must be provided. Please contact the Office of Grants and Sponsored Projects to get the correct dollar amount to include for the benefit portion of the stipend (Jeff Werner [werner@kutztown.edu](mailto:werner@kutztown.edu) or 484-646-4167).
3. Student or Intern Wages – The exact nature of work to be performed by students or interns should be indicated either in the proposal narrative or the Budget Notes. Requests for student hourly wages that exceed the campus minimum wage are allowed. Non-KU student intern wages should be based on Rodale Institute policy. Clearly indicate how much students/interns will be paid and for how many hours. Budget for KU student wages must include an additional 7.65% of wages for FICA. Wage budget for Rodale interns should also include the appropriate Workers’ Comp percentage.
4. Honoraria – An honorarium shall be provided to Rodale Institute for the collaborative and consultative work of the scientist/scholar(s). This honorarium should not exceed $2,000 of grant funding per person.
5. Supplies – These are consumable items required to carry out the project.
6. Equipment – Total requests for equipment, books, computer software, or similar items not to exceed $5,000will be considered, provided that the proposal offers strong justification related to the needs of the project. Any such items purchased with grant funds will be the property of the university, allocated to the use of the faculty member’s department of record.
7. Operating Expenses – These include expenses for surveys (including paper and postage), off-site facility costs, housing and other items typically treated as direct costs, as well as refreshments or other costs associated with meetings that may be part of the project.
8. Research Travel – Estimates of travel expenses included in project budgets should conform to KU and RI travel-expense regulations. Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered from the departmental or university budget. This may include travel for purposes of research and/or travel to present results of the work, within six months of the end of the grant work period, for the faculty member, student, and/or Rodale Institute scientist/scholar.
9. Other Revenue Sources – Estimated or actual funds pledged or anticipated from external sources should be listed in this column of the budget format; these sources should be identified in the Budget Notes.
10. Contracts – Proposals that involve a contract for a book or other materials to be prepared as part of the project must append a copy of the contract’s title page and signature page ONLY. Advance payments from the contractor should be included in the Project Budget under Other Revenue Sources; anticipated royalties need not be listed as part of the Budget Summary, but an estimate should be included in the Budget Notes.

**REQUIRED FORMAT FOR TITLE PAGE OF PROPOSAL**

**Proposal #**

Project Title:

RFP Category:       Total Grant Amount Requested:

Discipline:       Sub-Discipline:

Project Director (name, position, department, telephone number, and e-mail address):

Faculty Status (see definitions below):

Tenured Tenure Track

Rodale Participant(s) and Collaborators (names, positions, e-mail addresses):

Other Participant(s) and Collaborators (names, departments, e-mail addresses):

IRB Status:  Approved (Protocol #      )  Pending  N/A

ABSTRACT (one paragraph of approximately 150 words in **non-technical** language):

Endorsement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

**REQUIRED FORMAT FOR BUDGET SUMMARY**

Round off all numbers to the nearest dollar, and list only whole dollar amounts. You may delete project budget line items from the table below if not being used.

**Project Budget Proposed Dept/College Other Revenue**

#### Line Items Grant Contribution Sources Totals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salaries/Stipends |  |  |  |  |
|  | | | | |
| Student Wages |  |  |  |  |
|  | | | | |
| Benefits |  |  |  |  |
|  |  |  |  |  |
| Supplies |  |  |  |  |
|  | | | | |
| Equipment |  |  |  |  |
|  | | | | |
| Operating Expenses |  |  |  |  |
|  | | | | |
| Travel |  |  |  |  |
|  | | | | |
| Other (specify) |  |  |  |  |
|  | | | | |
| TOTALS\* | \* |  |  |  |

**\* This figure is the total grant amount requested and must be listed on the title page of**

**the proposal.** Check addition carefully.

**Budget Notes** – Supporting detail for all budget items must be provided. Show how particular amounts were calculated.

**REQUIRED FORMAT FOR LETTERS OF COLLABORATION**

If the proposal submitted by [insert the full name of the Principal Investigator] titled [insert the proposal title] is selected for funding through the Rodale Institute Collaborative Grant Program, it is my intent to collaborate and/or commit resources as detailed in the Project Narrative section of the proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

[name and title of collaborator]