

# CALL FOR INTERNAL PROPOSALS

## COLLABORATIVE RESEARCH TEAM DEVELOPMENT GRANTS

### Introduction

The Office of Research requests proposals to support the formation and development of collaborative research teams. This year's call for proposals is open to all disciplines.

The awards are not seed funding for projects, but rather support for developing successful teams within the context of exploring and answering specific research questions that address complex topics and problems requiring the integration of multiple disciplines. Examples of expected longer-term outcomes are the ability to respond to external funding opportunities calling for multidisciplinary collaborations, top-tier scholarly publications, and/or tangible products. At the end of the funding period, teams are expected to provide the deliverables specified on the following page.

Below is the information for developing and submitting a proposal to this competition. **Proposals are due by 5:00 p.m. on Friday, March 16, 2018.** Late or incomplete applications will not be accepted. Please submit questions to Kathleen Koch at [kjk@uwm.edu](mailto:kjk@uwm.edu).

Proposal presentations will be held Friday, May 4, 2018 between 9:00 and 11:30 a.m. in KIRC 1150.

### Program Summary

#### Award Information

Teams will be funded up to \$15,000; activities must be completed between July 2, 2018 and June 30, 2019. Five awards are anticipated.

#### Team Composition

Each team must include at least three faculty and/or scientists as lead investigators. The team must span at least two disciplines (as represented by department-level units at UWM), and at least two members must be from UWM. Inclusion of non-UWM team members is allowed.

#### Budget

A minimum of 75% of the budget must be used for team development and support activities. Examples include but are not limited to:

- Team-building retreats or activities
- Working with a facilitator on project planning and management, or hiring a project manager
- Attendance at team science conferences or workshops
- Attendance at disciplinary conferences to present as a team
- Team assessment exercises
- Honoraria and travel for retreat leaders
- Coordinator for external grant submission(s)

The remainder may be used to support your research project. Examples include but are not limited to:

- Preliminary data collection and/or analysis
- Review of external grant proposal(s)
- Supplies
- Publication costs

Given the size of the awards, salary support for lead investigators cannot be requested.

### **Working with Proposal Development**

Funded teams will meet with Proposal Development staff three times a year to review progress, discuss challenges, and receive feedback.

### **Panel Presentation**

The lead investigators will be expected to participate in a panel presentation of progress on the collaboration and the project in Spring 2019.

### **Deliverables**

The following deliverables will be due at the end of the funding period:

- Vision statement and long-term goals for the collaboration
- Collaboration plan with all group members listed
- Three-year strategic plan for the collaboration
- List of potential grant opportunities and (if appropriate) grant applications made

UWM Proposal Development Services will provide resources to help teams complete these deliverables.

## **Proposal Format Requirements**

**Margins:** Minimum half-inch on all sides

**Allowable Fonts:** Minimum 11 points in Arial, Tahoma, Times New Roman, Georgia, or their LaTeX equivalents

**Line Spacing:** Single-spaced

## **Proposal Content**

### **1. Cover Sheet: Maximum ONE page**

- Collaborative project title
- List each lead investigator and provide the names, departments, and emails for each

### **2. Narrative: Maximum THREE single-spaced pages**

- Identify the problem the team will address.
- Describe how and when the team formed and how you will work together to address the problem. Include the anticipated role of each team member, the perceived strengths and weaknesses of the team, and plans for expansion if needed.
- Describe the potential impact of the proposed work and collaboration, and why a collaborative approach is necessary.
- Describe how the current project fits within the team's long-term plan for research and proposal activity.
- Describe the types of team development and assessment activities in which the team will participate.

### **3. Budget and Budget Justification:** Identify and describe the items in your budget. A sample format is provided on the following page.

## Budget Template

<b>Budget Item</b>	<b>Amount Requested</b>
Item A Description	\$
Item B Description	\$
Item C Description	\$
(Add additional rows as needed)	
<b>TOTAL</b>	<b>\$</b>

## Justification/detailed description of Budget Items

Item A.  
Item B.  
Item C.

## Proposal Submission

Submit the proposal as a single PDF file to Kathleen Koch at [kjk@uwm.edu](mailto:kjk@uwm.edu) by 5:00 p.m. on Friday, March 16, 2018. Late or incomplete applications will not be accepted.

## Preliminary Review

If necessary, a preliminary review will be used to narrow the group of proposals to 15 finalists.

## Internal Review Panel

The review panel will consist of Mark Harris, Rachel Schiffman, and others selected to reflect the diversity of proposals.

## Internal Review Criteria

Evaluators are asked to apply the following criteria in assessing applications:

1. Alignment of the team with the proposed project.
2. Potential impact of proposed collaborative work
3. Ability of the team to sustain their collaboration
4. Inclusion of appropriate team-building activities

## Presentations by Finalists

Each team selected as finalists will deliver a six-minute presentation on May 4, 2018 between 9:00 and 11:30 a.m. in KIRC 1150.. **All team members are NOT REQUIRED to be present; one or two representatives of the group is acceptable.** The presentations will be open to the campus community.

Presentations are intended to:

- Give research teams the opportunity to discuss their short- and long-term research goals and how the team will work together to achieve them
- Give the internal review panel the opportunity to ask questions and better understand the research and collaboration plans
- Give other researchers an opportunity to learn about your work

Audio/visual equipment will be available. **PowerPoint presentations are limited to a maximum of six slides.** Poster presentations are acceptable. Q&A will directly follow each presentation.