

**UNIVERSITY OF ALASKA
FACULTY INITIATIVE FUND
REQUEST FOR PROPOSALS**

**UNIVERSITY OF ALASKA
OFFICE OF THE PRESIDENT**

MARCH 2018

1. SUMMARY AND BACKGROUND

The 2017-2019 United Academics (UNAC) Collective Bargaining Agreement (CBA) included a \$1M financial commitment by the University of Alaska (UA) between FY18 and FY20 to support innovative research, creative activity or performance and other scholarly endeavors by all UNAC members. The commitment is identified as the Faculty Initiative Fund (FIF) and may also serve as seed money toward the procurement of external grants and contracts. System-wide projects that develop, facilitate and sustain effective and innovative efforts to meet the University's academic mission and goals are also eligible for the FIF. These projects are intended to utilize the intellectual resources of UA faculty to address challenging issues of academic importance including educational accessibility, course content, cost effectiveness of course delivery, and other initiatives that enhance UA's service to the state. Traditional professional development opportunities as well as those focused on engagement and collaboration among faculty at all three universities are crucial to maintaining academic innovation, quality and rigor.

The purpose of this request for proposals (RFP) is to provide an equal opportunity for FIF distribution to eligible faculty so as to 1) build the intellectual capital of UA through basic and applied research, 2) develop high impact pedagogical practices, 3) generate new professional development programs for faculty that will establish and maintain collaborations across the system or 4) build on existing system-wide collaborative programs.

2. PROPOSAL GUIDELINES

Proposals serving the UA mission and falling within the following categories will be accepted from all UNAC members (hereafter referred to as "faculty") for consideration of funding through the FIF:

1. Innovative research, creative activity or performance, or other scholarly endeavors
2. Seed money toward the procurement of external grants and contracts
3. Inter-university collaborations

These activities may include basic and applied research, research and/or development of high impact pedagogical practices.

A complete proposal will include the following:

1. A descriptive title and abstract. The abstract must identify the goal(s) of the proposed activity and describe the major steps required to meet the goal(s).
2. A detailed proposal not exceeding five pages in length. All successful proposals will include thorough descriptions of how the proposed activity or activities will serve the UA mission. The narrative should address the criteria for review listed below. Proposals requesting funding for research may involve single or multiple investigators. Inter-university collaborative research efforts are highly encouraged. Proposals describing inter-university professional development activities that serve the goals of course

alignment, course sharing and/or establishment of new or improvement of existing learning networks are strongly encouraged.

3. A budget that includes personnel, supplies, travel and contractual services.
4. A CV or biosketch of no more than two pages for all investigators. The biosketch of the principal investigator (PI) will be listed first.

Amount, duration and expectations of the award are as follows:

A UA FIF Award is for a maximum of 12 months. One request for FIF may be made from a given faculty member in a given fiscal year and multiple PI proposals are encouraged. All funds awarded must be expended by the end of the award period. A formal request for a project extension must be made to the Vice President for Academic and Student Affairs (VPASA), the chair of the Academic Council, for approval. Efforts will be made toward a diversity of disciplinary representation and equitable distribution across the three universities.

Faculty may receive financial compensation for work on the proposed activity. Faculty hours committed to the project must be approved by the relevant dean or director. Research assistants may receive hourly compensation for work on the project; undergraduates may commit a maximum of 20 hours per week during fall and spring semesters; maximum 40 hours per week during summer. Undergraduate wages will be provided according to the schedule published at http://alaska.edu/files/classification/FY12-Student-Pay-Grid_Final_5_31_11.pdf and <http://www.alaska.edu/bor/policy/09-05.pdf>. Graduate student wages will be provided according to current university guidelines.

Awards cannot be used for: (a) personal expenses, (b) academic expenses such as classroom textbooks, or (c) travel unrelated to the funded project. Travel that supports the goal of the proposed activity may be supported.

F&A/indirect costs are not allowable under this funding opportunity.

Proposal and Report Format Requirements:

Use one of the following typefaces identified below:

- Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger;
 - Times New Roman at a font size of 11 points or larger; or
 - Computer Modern family of fonts at a font size of 11 points or larger.
1. A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. However, that the text must still be readable.
 2. Paper Size and Page Margins: Use standard paper size (8 ½" x 11"). Use at least one-inch margins (top, bottom, left, and right) for all pages. No information other than page numbers should appear in the margins, including the PI's name.
 3. Page Formatting: Use only a standard, single-spaced, single-column format for the text. Number all pages sequentially and centered at the bottom of each page.

4. Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes: You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font, clear and legible.
5. Grantsmanship: Use English and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

3. PROJECT PURPOSE AND DESCRIPTION

The 2017 - 2019 United Academics CBA article 15.10 supports faculty-authored initiatives that serve the UA mission and describes these projects as innovative research, creative activity or performance or other scholarly endeavors. Requests for seed money toward the procurement of external grants and contracts also qualify for this funding. In addition, FIF-funded projects that are aimed at an institutionalized environment of cross-campus communication that inspires learning, advances and disseminates knowledge while fostering the exchange and advancement of new, more efficient approaches to educating Alaskans and engenders high academic standards will be considered.

UA Mission: The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.

4. PROJECT SCOPE

The project scope should describe the project rationale and design with details regarding venue requirements, travel needs, consultant/speaker/contracting fees, project supplies, administrative support and workload expectations of participating faculty. Detailed descriptions of the timeframe for completion of the project and the project management methodology are required. The project management methodology should delineate the leadership role(s) and major activities of the PI (or PIs) as well as major duties of supporting personnel.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due to the Academic Council no later than 5pm AKT April 27 via the [UA Faculty Initiative Fund \(FIF\) 2018 Proposal Upload Form](#) or by emailing a PDF to Nycolett Ripley (ncripley@alaska.edu) with the UA Statewide Academic Affairs and Research Office. All submissions will receive an email confirmation of receipt within two business days of submission. Evaluation of proposals will be conducted from April 30 until May 11. Awards will be made no later than June 8 and disbursement of project funds may begin July 1. Award funds are to be expended by June 30 of the following year. Project extensions may be granted through formal requests made to the VPASA no later than 30 days prior to the original end date of the project. Project extensions may be no more than 12 months in length.

6. BUDGET (including budget justification)

The budget should be detailed and include the following as applicable: total personnel services including benefits; allowable travel; contractual; commodities; and other categories

as appropriate. The budget narrative should explain and justify the budget, and it should demonstrate that the proposed budget is adequate. The combined budget and budget justification should be no longer than three pages in length. Proposed expenditures should be in compliance with all UA policies and regulations. For assistance, please contact the Office of Grants and Contract Administration.

7. INVESTIGATOR QUALIFICATIONS

The principal investigator must be a faculty member represented by United Academics. Collaborators not affiliated with the UA system may not exceed 25% of the total work force or receive more than 15% of the total award value. Proposals must include acknowledgement from the appropriate dean or director that workload issues of the relevant faculty have been discussed and agreed upon.

Participating investigators must provide biographical information in the form of an abbreviated CV or biosketch. The biosketch may be no more than two pages in length. A traditional format is highly recommended (e.g. NSF format).

8. PROPOSAL EVALUATION CRITERIA

Project proposals will be reviewed by the Academic Council for recommendation of funding to the Vice President of Academic and Student Affairs.

The following review criteria will form the basis for funding:

- Overall Impact: What is the likelihood the project will exert a sustained, powerful influence on the ability of UA to meet its academic mission and contribute to the development of a culture of education in Alaska? How will the project contribute to the Board of Regents' strategic goals for UA? How will achievements of the project be communicated to the UA community?
- Significance: How does the proposed activity serve the UA mission of teaching, research and service? For example, what are the benefits for the home institution and the university system as a whole? Does the project advance research, creative activity or performance, or other scholarly endeavors?
- Collaboration: If the project is based on collaboration across the UA system, how will it be implemented? How will it address existing barriers to inter-campus opportunities for professional growth, collaborative research, and joint efforts at creative activity or aligned academic outcomes? Does the project include non-UA collaborators? If so, how do they contribute to the project's goals and the UA mission?
- Investigator(s): Are the PIs, collaborators, and other researchers well suited to the project? Do they have appropriate experience and training? If established in the field of study proposed, have they demonstrated an ongoing record of accomplishments that suggests successful completion of the proposed activities? Do the investigators have complementary and integrated expertise; is their leadership approach and organizational structure appropriate for the project?
- Innovation: Does the proposal support or lead to innovative approaches or methodologies? Does the project have the potential for intellectual property, technology transfer, or commercialization?

- Approach: Are the overall strategy and methodology well reasoned and appropriate to accomplish the specific aims of the project?
- Budget and Period Support: Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.

9. REPORTING

Final reports are due to the Academic Council no more than three months after the end of the project. The final report should be approximately five pages and include a listing of the products of the project (manuscripts, presentations, meetings, etc.) and an accounting of how the funds were spent. If the project results in Intellectual Property, a discussion of how the PIs have followed through with the appropriate university office for commercialization (at UAF or UAS, the Office of Intellectual Property and Commercialization, and at UAA the Office of Technology Commercialization) is required.