Minot State University
EMPOWER Grant

Request for Proposals

Minot State University and the MSU Development Foundation are pleased to announce the EMPOWER Grant, which will provide $100,000 in support of academics. Faculty and staff members may request funding up to $20,000 to increase student enrollment, to advance academics, or to enhance the academic experience for students. Proposals are due September 22, 2023.

ELIGIBILTY
Applicants must be current fulltime Minot State faculty or staff.

FUNDING
The maximum application request is capped at $20,000. Partial awards may be granted. Funds will be available October 9, 2023 and must be spent by June 30, 2024 according to the Minot State Business Office policies, procedures, and deadlines.

Prioritized Funding Requests
Projects in the following areas will be considered for funding:
- New academic initiatives;
- Research, creative, or engagement activities involving undergraduate and/or graduate students;
- Student travel for participation in research, creative activities, class field trips, or other engagement activities;
- Recruiting and partnership activities;
- Equipment and/or software necessary to complete the proposed project;
- Necessary supplies to support the project;
- Student research assistant wages;
- Course reassignment time or summer stipends; and/or
- Other projects that seek to increase student enrollment, to advance academics, or to enhance the academic experience for students.

Will Not Fund
The EMPOWER Grant will not fund:
- Construction or building remodeling;
- Travel to conferences;
- Books or journal subscriptions (unless necessary to carry-out the project); or
- Faculty-only research.

DEPARTMENT/DIVISION ENDORSEMENT
Applications must carry the endorsement of the respective department/division chairperson(s). See proposal outline requirements for more detail.

REVIEW PROCESS
Proposals will be reviewed by the President, Vice President for Academic Affairs, and Vice President for Advancement. Applicants are advised to develop their grant proposals using the proposal outline. Proposals that do not include all of the information described in the Proposal Outline will not be funded.

PROPOSAL OUTLINE
All proposals are required to have a written document that describes the proposed project using the proposal outline provided below.

1) Cover Page
The cover page should include the following information:
- EMPOWER Grant
- Project title
- Name(s) of faculty submitting the proposal
- Department(s)/Division(s)
- Chairperson or supervisor signature(s) OR attached message from chair(s) indicating their support of the proposal

2) Project Summary
In 250 words or less, summarize the proposed project.

3) Project Description
In no more than 5 pages, provide a detailed description of the proposed project, including:
- Goals for the project,
- What you will do,
- How you will do it,
- When you will do it (i.e., provide a timeline of the project),
- Where you will do it,
- Who will be involved,
- How you will measure the results.

Also, be sure to include an explanation of the following items in your description:
- The project's potential to increase student enrollment.
- The project's potential to advance academics at Minot State.
- The project's potential to enhance the academic experience for students.
- The project's long-term impact beyond the funding period.
- The project's connection to Minot State's strategic plan, Empowering Generations.

4) Budget and Budget Justification Narrative
Submit an itemized, detailed budget that makes appropriate use of the funds being requested. See the earlier list of items that will and will not be funded. Provide a justification of all costs. For an example of an itemized grant budget, click here. Project budget period: October 9, 2023, through June 30, 2024. Maximum request is $20,000.

Transfers of 10% or less of the total grant amount can be moved between funded categories as long as doing this doesn't change the intent of the project, and any change to funds designated for salary or travel must be preapproved by the VPAA.

Questions about budget items should be directed to Amy Armstrong, Director of the Office of Sponsored Programs or to Sheila Latham, Grants & Accounting Analyst at least one week prior to the deadline.

FORMATTING GUIDELINES
- Follow these page/word limit specifications:
  - Project Summary – 250 words or less
  - Project Description – no more than 5 pages
  - Itemized budget and budget justification – no more than 3 pages
  - Appendices, only if needed
- Use one (1) inch margins at top, bottom, and both sides
- Use no less than 1.5 line spacing
- Use a font that is twelve (12) point or larger (e.g., Times New Roman, Calibri, Cambria, Courier, Courier New, Arial)

SUBMISSION PROCESS – <u>ELECTRONIC ONLY</u>
Please note: Proposals must carry the endorsement of the respective department/division chairperson(s)/ supervisor(s) via cover page signature, attached signed document, or a copy of an email message to the VPAA.
- Combine all final proposal documents/sections into a <u>single PDF file</u> which includes all required proposal materials, in the following order:
  1. Cover page,
  2. Department/division endorsement - if not on cover page,
  3. Project summary,
  4. Project description,
  5. Budget and justification,
  6. Appendices (if necessary)
- Title the final proposal <u>single PDF file</u> as follows: **Last Name First Initial MSU EMPOWER Proposal Sept 2023.**
- Upload and submit the <u>single PDF file</u>, final grant proposal document, via the **EMPOWER Grant Proposal Submission Form** no later than **11:59 p.m. CT, September 22, 2023**. Access the submission form [HERE](https://forms.office.com/r/JwzBefPnLc) or via the following link: https://forms.office.com/r/JwzBefPnLc.

NOTIFICATION OF AWARDS
Awards will be announced by **October 9, 2023**.

REPORTING REQUIREMENTS
Each EMPOWER Grant recipient will be required to submit a final grant report to the VPAA by **September 1, 2024**.