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November 28, 2018

To: John Stalvey, UAA Interim Provost

Anupma Prakash, UAF Provost

Karen Carey, UAS Provost

From: Paul Layer, Vice President of Academics, Students & Research

A handwritten signature in blue ink, reading "Paul W. Layer".

Re: Faculty Initiative Fund

In accordance with Article 15.10 of the 2017-2019 Collective Bargaining Agreement between the University of Alaska and United Academics, the University will allocate \$500,000 toward the Faculty Initiative Fund for FY20 (beginning on July 1, 2019). All UNAC represented faculty (including those that moved into UNAC from UAFT) are eligible to apply for an award.

Attached is the Request for Proposals. The deadline for submission is February 1, 2019, and awards will be announced in April 2019. The RFP has been modified from the FY19 RFP. Most notable is the creation of three tiers of funding. Please circulate this RFP to faculty at your university. The RFP will also be posted on the Academics, Students and Research website.

To submit a proposal:

<https://drive.google.com/open?id=1Ct9BLx5r2h-k-CnC9UC0Se9rpfK9FJtHVoKWQhM3S1M>

Cc Academic Council
Geoff Bacon, Director Labor & Employee Relations
Cyndee West, UNAC

Attachment

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

**UNIVERSITY OF ALASKA
OFFICE OF THE PRESIDENT**

**FACULTY ALLIANCE SUGGESTIONS
AY19**

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 its 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

The 2019 FIF has three tiers, based on size and scope of project and budget.

Tier I: Large collaborative projects that are 12 to 18 months in length and have a budget of over \$30,000 (approximately \$250,000 is available in this category to divide between larger proposals that meet criteria). Tier I proposals should be reviewed by the applicable office of grants and contracts prior to final submission.

Tier II: 12 months projects with a budget of no more than \$30,000 (up to approximately 5 awards available)

Tier III: smaller projects that are 12 months or less, and are either smaller mini-projects or seed funds for larger projects with budgets of no more than \$10,000 (up to approximately 10 awards available)

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. Start-up funds to promote obtainment of external grants and contracts

3. Inter-university collaborations
4. Projects that show a community partnership(s)

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. Identify which Tier (I, II, or III). 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 for Tier I is for projects between 12-18 months; Tiers II and III are for projects of 12 months or less. 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 Academics, Students and Research (VPASR), 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 are limited to serving as PI on one proposal, however, they may serve as a co-PI on one additional proposal, but may receive funding for their work on only one proposal. Faculty workload hours committed to the project must be acknowledged in writing by the relevant dean or director and included with the submission. 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 5 p.m. AKST February 1, 2019. The review period will end March 30, 2019, with awards announced in April 2019. All applications must be submitted via [Google Forms](#) or by emailing a PDF to 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 February 1 through March 30th, 2019. If additional information from proposal authors is needed during this eight week window, the proposer(s) will be notified. Awards will be made no later than June 1, and disbursement of project funds may begin July 1. Award funds are to be expended by deadline in the application, depending on whether they are in Tier I, II, or III. 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 represented member of United Academics. Collaborators not affiliated with the UA system may not exceed 20% of the total work force or receive more than 10% 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 2 pages in length. A traditional format is highly recommended (e.g. NSF format).

8. PROPOSAL EVALUATION CRITERIA

All proposals will be reviewed by three reviewers: at least one member of the Academic Council and two faculty reviewers appointed by the Academic Council. Project proposals will be reviewed according to the review criteria listed below and selected proposals will move forward to the Academic Council for recommendation of funding.

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?
- Community-based proposals must indicate the degree of collaboration, describe how the project will be developed and implemented, and address how the non-UA partners will contribute to the project's overall goals and 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.