

KNOWLEDGE BRIDGES INCUBATOR

REQUEST FOR PROPOSALS

Submission Deadline: Monday, November 5, 2018, 5:00PM

Question and Answer Forum - October 5th from 11am-12pm in AAC Chan Classroom, rm. 284

As stated in DU IMPACT 2025, increasingly research and knowledge design conducted in universities is problem-based with a rich mixture of investigations spanning basic to applied and reaching for development levels. The work is therefore defined by the topics that are investigated rather than by the way disciplines are organized. During the IMAGINE DU process, we heard that faculty members are eager for an institutional mechanism that not only allows cross-school and interdisciplinary collaborations, but promotes and encourages those opportunities. We aspire to create a limited number of DU-brand defining research bridges by 2025. These areas will be nationally visible, creating measurable impact from which our faculty, students, community, nation and the world benefits.

Knowledge Bridges Grant Process:

Out of DU IMPACT 2025 Implementation, the University of Denver will issue a call for concept papers in the spring/summer every two years, with the submission date in early fall quarter. The goal is to fund one to two proposals every cycle depending on the applicant pool and ideas presented. Grant size will vary but is predicted to exceed \$100,000 a year for three years as an initial launch funding mechanism.

Eligibility

Teams must be composed of full-time faculty members and the lead faculty member must hold a tenure track faculty position. There is no defined minimum or maximum number of participating faculty needed to form a team, however, several of the criteria for evaluation support broad and deep buy-in thus teams and methods that demonstrate this broad and deep commitment will undoubtedly be advantageous.

The champion or lead faculty for a Knowledge Bridge cannot be faculty who already have an active Knowledge Bridge award as PI or co-PI.

Application and Selection Process:

Phase I: Call for Concept Papers (*Proposals due Nov 5. to facultygrant@du.edu / question and answer forum will be held on October 5th from 11am-12pm in AAC Chan Classroom, rm. 284*)

- A faculty team will submit a one-page concept paper that includes the following:
 - Overview of Knowledge Bridge concept
 - Potential Impact of the Knowledge Bridge
 - Key personnel
 - Alignment with DU IMPACT 2025 and academic unit strategic goals

Each concept paper will be primarily evaluated on the potential for the effort to launch existing or emerging strengths to national eminence through impact outcomes, as well as, the potential to attract future funding. Future funding potential could be philanthropic or grant derived depending on the topic. Novelty, merit and credibility of the team will play into the evaluation process.

The selection committee will select up to 10 concepts, based on the evaluation criteria, for further development. Concepts declined in Phase I can seek general feedback from the Vice Provost for Research and Graduate Education, but the feedback will not be formal or comprehensive.

Phase II: Interviews with semifinalists (Submission Date TBD)

- During this phase, the Vice Provost for Research and Graduate Education will solicit letters of support/evaluation from each Dean from which semifinalists hold appointments. These letters should clearly outline the Deans' opinion on the potential for success and the alignment with their unit's strategic vision.
- Applicants will be asked to identify a Champion or Champion-Team (2-3 people) who will provide a 5-minute presentation to the selection committee to augment the concept paper followed by 10 minutes Q&A.

The objective is to create a two-way conversation between the selection committee and the concept team to highlight areas of concern and communicate areas for potential success. Presentations will be provided critique during the conversation and/or after on the potential for the effort to launch existing or emerging strengths to national eminence through impact outcomes, as well as the potential to attract future funding.

It is possible not all semi-finalists will advance to Phase III. Those that do may be required to workshop the idea with the community prior to a Phase III submission. Small dollars and staff time will be allocated to support these workshopping activities, but semifinalists will be required to submit a short budget proposal (e.g. \$2000) and receive approval prior to moving forward.

Finalists declined in Phase II can seek general feedback from the Vice Provost for Research and Graduate Education, but the feedback will not be formal or comprehensive.

Phase III: Finalists Submit Mini-Proposal (Submission Date TBD)

- Each of the finalists will be asked to submit a mini-proposal that address the concerns, input and feedback from the selection committee during Phase II. A lack of responsiveness to that input will be determinantal to the competitiveness of the proposal. These proposals should be five to seven pages, contain an executive summary and address each of the evaluation criteria. The description of the knowledge bridge and its potential impact should be clearly articulated. The proposal should create a clear road map for launching the knowledge bridge, including but not limited to: Milestones for achievement and a timeline, accountability, and immediate next steps. The mini-proposals must contain a two-page CV¹ of every faculty member on the application team.

¹ Similar to an NIH biosketch

In this phase, criteria for evaluation will continue to be the potential for the effort to launch existing or emerging strengths to national eminence through impact outcomes, as well as the potential to attract future funding. However, at this stage, evaluation will now focus on the viability to the plan, alignment with university priorities, and the ability to harness the expertise of multiple divisions for positive impact.

The selection committee will select one to three finalists based on the evaluation criteria for continued development. Finalists declined in Phase III can seek general feedback from the Vice Provost for Research and Graduate Education, but the feedback will not be formal or comprehensive.

Phase IV: Final Review (Submission Date TBD)

- Committee selects the best ideas that they are very certain they will fund²
- To receive the funding, applicants must complete additional concept workshopping to demonstrate buy-in and the best possible concept with:³
 - Philanthropists and Donor Community (*in partnership with advancement*)
 - Community (external) – letters of support or partnership
 - Deans of the units involved –letters of support
- Full proposal will be limited to 15 pages which includes all the sections from the mini proposal modified to be responsive to committee and workshop feedback. Proposals should include the following aspects:
 - A succinct mission and vision statement
 - A plan for the three-year launch phase
 - A clear outline for their first big win with a timeline
 - A business plan for long-term sustainability
 - A detailed budget with budget justification (budgets will be reviewed by Budget and Planning before submission)
- Applicants will present a ten-minute presentation to the committee to accompany the proposal and be prepared to answer questions from the selection committee.

Final proposals will be reviewed based on the complete set of evaluation criteria as well as budget.

Evaluation Criteria:

1. Potential to reach national eminence
2. Aligned with university priorities
3. Building upon proven existing strengths and investing in emergent areas
4. Connects or bridges multiple units or divisions
5. Integrates teaching and research strengths
6. Ability to attract diverse funding sources
7. Potential to recruit knowledge leaders

Selection Committee:

² If the application doesn't receive unanimous support during Phase IV, the applicant team will not receive funding.

³ Small budgets will be made available to help with this process

⁴ Criteria does not have equal weight

The Selection Committee will meet for the selection process, annual reviews and multi-year reviews. Membership will include the following:

- 1) Vice Provost for Research and Graduate Education (Chair)
- 2) Four Faculty Representatives
 - a. Nominations sought from the Deans and Faculty Senate
- 3) Vice Chancellor of Advancement
- 4) Senior Advisor of Academic Innovation
- 5) Chancellor and/or Provost

Sunset Process:

Ideally, all knowledge bridges would have enough external funding to be a sustainable enterprise after three years of initial seed funding. Those dollars would be philanthropic and/or grant derived and not from base budget. The projects that are not achieving the desired impact nor finding financial stability will be recommended for discontinuation. In unique circumstances where impressive growth has already occurred, but full financial sustainability has not been achieved, the evaluation committee can recommend continued funding for the knowledge bridge which may or may not be granted based on available funding.

Annual Reports:

Funded Knowledge Bridge launch programs will be evaluated annually through an annual report on the same evaluation criteria set in the application process. Please note that the annual report should include both quantitative and qualitative data.

Annual Report could include discussion of each of the criteria above, but also could include (and is not limited to):

1. Brief summary of major activities during the past year with special attention to impact.
2. Names of faculty members actively engaged in the unit's research and their supervision of staff and students.
3. Names of undergraduate and graduate students and postdoctoral scholars directly contributing.
4. List of publications, including books, journal articles, and reports and reprints, showing author, title, and press run; or other evidence of creative scholarship, such as colloquia, conferences, workshops, performances, and exhibitions.
5. List of grants, contracts and philanthropic asks that have been made especially those that were successful then placing these in context to annual expectations.
6. Budget including revenue and expenditures.
7. Summary of goals for the coming year.
8. As part of the annual report, the committee will ask for direct evaluation from the participating Deans to uniform the continuing success of the program.

The selection committee will continue to evaluate the performance of the Knowledge Bridge annually in light of the original criteria and progress made. The weight of the criteria might change through the life cycle of the launch and specific questions to be discussed are but not limited to:

1. How is this topic area and faculty team reaching national eminence? What evidence exists of productivity of excellence as judged by an outside, unbiased evaluation?
2. Is the proposed plan being followed, outcomes being met, and community buy-in remaining at a high or growing level of engagement?
3. Is this topic area still aligned with university priorities?
4. Are we continuing to build upon proven existing strengths and investing in emergent areas?
5. Is the topic area continuing to connect or bridge multiple units or divisions?
6. Is the team integrating teaching and research strengths?
7. Has the topic area attracted diverse funding sources? How much money and from which sources? Are the trends in fiscal spending indicative of success at the end of three years?
8. Has the topic area recruited knowledge leaders? If not, is it on a path that will allow them to recruit in the future?

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Submit an electronic copy (.pdf) of the COMPLETE APPLICATION to
facultygrant@du.edu