Tips & Strategies for Developing Your Innovation Fund Grant Proposal

Wednesday, December 9, 2020
## AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
</table>
| 2:00  | **What is the Innovation Fund?**  
   - How do I Apply?  
   - Competition Requirements, Eligibility, etc.  
   - Application Requirements, Criteria, and Evaluation |
| 2:15  | **Tips & Strategies for Proposal Development**  
   - Mariana Smith, 100K Grant Recipient, Stockton University  
   - Lynda Carroll, 100K Grant Recipient, SUNY Broome Community College |
| 2:45  | **Question & Answer**                                                   |

*All webinar materials, including this presentation, and a link to the webinar recording, will be sent to all participants within 3-5 business days and will be available online at [https://www.100kstrongamericas.org/webinars/](https://www.100kstrongamericas.org/webinars/). You can submit questions at any time throughout the webinar!"
The 100,000 Strong in the Americas Innovation Fund is the dynamic public-private sector partnership between the U.S. Department of State, Embassies, Partners of the Americas, NAFSA: Association of International Educators, corporations, foundations, and higher education institutions.

The Innovation Fund supports the creation of strategic partnerships among higher education institutions in the U.S. and the rest of the Western Hemisphere.
JOIN THE INNOVATION NETWORK

- Connect with other higher education institutions
- Receive news and updates about competitions, conferences, webinars, and more
HOW TO APPLY

HTTPS://WWW.100KSTRONGAMERICAS.ORG/APPLICATION-PORTAL/
Open Competitions

Learn more at
https://www.100kstrongamericas.org/grants/
The 2020 Mexico-U.S. Innovation Fund Competition

Generously supported by

The Mary Street Jenkins Foundation, the Coca-Cola Mexico Foundation, and Sempra Energy

Application Deadline: February 15, 2021

Learn more at https://www.100kstrongamericas.org/grants/
The U.S.-Colombia Grant Competition for 21st Century Higher Education Partnerships

Generously supported by the

Instituto Colombiano de Crédito Educativo y Estudios Técnicos en el Exterior, Mariano Ospina Pérez (ICETEX)
&
U.S. Department of State through the U.S. Embassy in Bogotá

Application Deadline: March 15, 2021

Learn more at https://www.100kstrongamericas.org/grants/
APPLICATION REQUIREMENTS & COMPONENTS

Application Form
- Summary of Proposed Program
- Program Goals/Objectives
- Program Themes/Areas of Study
- Partnering Institution(s)
- # of Participating Students
- Anticipated Travel/Exchange Timeline
- Description of Student Credit

Technical Narrative
- 12 pages max (PDF)
  - Cover Page (1 page)
  - Table of Contents (1 page)
  - Executive Summary
  - Program Description
  - Sustainability Plan
  - Institutional Capacity, Challenges, and Opportunities for Growth
  - Monitoring & Evaluation Plan

Budget Summary (Excel)

Budget Narrative (PDF)

Supporting Documents
- 10 pages max (PDF)
  - Letters of Support
  - CVs of Project Directors
  - Additional Attachments

Application Form
- Partner Information Request Form

Needs to be sent to and completed by your partner institution(s)

Must be completed by application deadline
EVALUATION CRITERIA

Technical Proposal (80%)
- Cover Page (1 page)
- Table of Contents (1 page)
- Executive Summary & Program Description 40%
- Sustainability Plan 15%
- Institutional Capacity 15%
- Monitoring & Evaluation Plan 10%

Cost Proposal (20%)
- Budget Summary 15%
- Budget Narrative 5%

Supporting Documents
- CVs/Resumes
- Letters of Support

NOTE
- Cover Page
- Table of Contents
- Supporting Documents

All applications and supporting documents must be submitted in English.

NOTE
- Cover Page
- Table of Contents
- Supporting Documents

are not scored explicitly but are still required

All applications and supporting documents must be submitted in English.

#100KStrongAmericas | www.100kstrongamericas.org
EXECUTIVE SUMMARY & PROGRAM DESCRIPTION (40%)

- Clear program goals and objectives, including student learning goals
- Detailed description of student activities
  - Including proposed timeline
- Need for program explained/justified
- Defined number of students that will travel north and/or south
- Student credit

*Make sure reviewers are not left with any questions about the design and purpose of your proposal

Be clear, concise, and specific about the proposed program design, goals and objectives, and student activities.
PROGRAM DESCRIPTION

The program aims to improve the cooperation between the United States and Argentina through research stays during the summer directed for undergraduate and postgraduate students and professors in the engineering field.

This program will allow the candidates to promote and develop the research in environmental sciences (hazards research / research in engineering) and to open a window of collaboration between both institutions and countries. It will bring to the applicants the opportunity to acquire new knowledge through the interaction in a different background, resources and culture that will have an impact in the research and the innovation to both countries.

GENERAL OBJECTIVE
To develop a new window of collaboration with the United States directed to the engineering field that permits to promote the cooperation and development of the interaction between both institutions and countries, in order to have a summer program that supports and increases the research opportunities that boost the competitiveness of both countries.

SPECIFIC OBJECTIVES
- To generate initiatives of research that increases the development of the different areas of engineering.
- To exchange experiences and information about specific subject matter that helps the students and professors to have a better knowledge.
- To deepen the relationships among our countries through the integration of projects of the countries.
- To offer short-term stays for the realization of researches on topics of Environmental Geology.
SUSTAINABILITY PLAN (15%)

- Concrete plans/actions
- How will you secure “buy-in” and support from your and your partnering institutions to continue the program after the year of funding?
- Highlight financial commitments from institutions, community partners, etc.
- How will you receive additional funding?

Make sure to explain how your proposed program will continue after the initial year of 100K funding.

- Our first step will be to build the pilot program in 15% related to obesity, nutrition and physical activity. We will strengthen our relationships with University of , but most importantly we will strengthen our relationships in the target communities. With these established relationships, our future direction for the program will be adapted to community needs. We intend to continue the summer camp/day-aid model annually through the

- To enhance the formation and development of future projects, we plan on working with Development Office for fundraising to build community centers that could serve as a base of operations for future projects with . This effort would be ongoing over several years.

- Having a consistent presence of students in the communities will also enhance the sustainability of the program. Over the next few years, we will be working on developing internships, thesis and capstone project opportunities in for both students in the health and human service professions. Based on the relationships developed in , we are offering a new clinical rotation for Physician Assistant students in and have two students from enrolled for summer . Preliminary discussions have begun for a similar Occupational Therapy clinical placement. The has already implemented individual placements of students of January.

- We plan on developing a relationship with the Ministry of Health in . The Program Officer has already had early discussions about obtaining support for this unique US/Mexico collaboration. Endorsement from the Ministry of Health may help to assure future funding and implementation of similar programs in other communities.

- Students participating in the program will be exposed to an array of opportunities; for example, during their internship term, students will have the chance to study abroad with the International Committee. Upon completion of the program, they will also be able to provide and mentor future students.
Institutional Capacity, Challenges & Opportunities for Growth (15%)

- Demonstrate **capacity** to administer study abroad programs
- Clear awareness of institutional **challenges** & plans to **overcome/address challenges**
- **Opportunities** that may arise from challenges

*For ALL involved institutions*

**Letters of Support**
- Your institution
- Your partnering institution(s)
- Any other involved organizations

**REQUIRED:** Letters of Support + Resumes/CVs of Primary Investigators
INSTITUTIONAL CAPACITY, CHALLENGES & OPPORTUNITIES FOR GROWTH (15%)

• Addresses all three components of the section for all involved institutions
• Strong Letters of Support
  • All involved institutions
  • Provided in English*

• Does not address all three components of the section
• Does not provide Letters of Support from all involved institutions
• Provides Letters of Support in language other than English

*Why does 100K require all proposal documents to be submitted in English? We require all proposal components to be submitted in English because not all of our reviewers speak Spanish/Portuguese!
MONITORING & EVALUATION PLAN (15%)

- What?
  - Target goals, benchmarks/indicators of progress, etc.
- How?
  - How will indicators be measured
- When/How often?
  - i.e. baseline, throughout, post-award, etc.
- Who?
  - Who will be responsible for collecting data?

Make sure to use the 100K M&E template

Click here

SMART Goals & Objectives

S pecific
M easurable
A chievable
R ealistic
T imely
# MONITORING & EVALUATION PLAN

## Program monitoring and evaluation

Key goals for this program include: Contribute to institutional goal of increasing the overall number of students participating in study abroad; contribute to institutional goal of increasing the demographic diversity of study abroad participants at PSU; increase the number of students in identified majors (listed above); participating in study abroad, increase the number of faculty-led study abroad programs.

Using data from 2012 to the 2016 as our benchmarks, we will monitor progress on the following indicators to measure progress toward program goals:

- Total annual number of study abroad participants
- Demographic profile of total study abroad participants and program-specific participants
- Number of study abroad participants by major for targeted programs
- Total number of faculty-led study abroad programs

In addition to the above data collection, we will utilize our existing pre- and post-program evaluations to monitor program quality and student learning outcomes for the proposed new programs. The evaluation measures academics, student life, student goals, advising effectiveness, suggestions for program improvement, cultural competency indicators, student perceptions of professional and personal growth from program participation and connection to their academic major. Survey results will be used by program faculty and Education Abroad administrators to ensure continuous improvement and program sustainability.

## Calendar of activities/timeline

October 2016: Preliminary program development and travel planning

October 2016: PSU Presidential Delegation visits UFF to sign Memorandum of Understanding
BUDGET SUMMARY (15%)

Overall clarity (5%)
- Use the 100K template
- Ensure all calculations are correct
- Provide costs in USD $
- Be as specific as possible

Indirect Costs (5%)
Indirect/administrative costs (Maximum allowable of indirect costs charged to grant is 20%.)

*The lower the indirect costs the better
*Recommend to cost-share indirect costs

Cost-Share (5%)
- Recommended at least 1:1 match (1.5+:1 preferred)
- Cost-sharing from your institution, partner institution(s), and/or outside resources

Examples:
- Personnel/staff time or consultants
- Equipment rental/use
- Student scholarships/stipends provided by the institution/partners/outside resources
- Indirect costs

Note: Expenses covered by students do not count as cost-share.

Make sure to use the 100K Budget Summary template
Click here
F. BUDGET NARRATIVE (5%)

- Explain and justify items/activities listed in summary
- Provide cost estimation breakdowns
- How did you calculate the estimate?
- Be as specific as possible

How do I know what costs are allowable?

https://www.100kstrongamericas.org/app-format/
https://www.100kstrongamericas.org/100k-competition-faqs/
PROPOSAL CHECKLIST

❑ **Executive Summary & Program Description**: Have I clearly defined program goals, objectives, student learning objectives, and activities? Have I justified the need for the program? Have I provided a clear program timeline?

❑ **Sustainability Plan**: What will the grant allow us to do that we could not do before? How will we continue to implement the program after the grant?

❑ **Institutional Capacity, Challenges & Opportunities**: What are my [and/or my partner] institution’s current challenges & opportunities to student exchanges? Capacity to administer the program?

❑ **Monitoring & Evaluation (M&E) Plan**: How will I evaluate the program’s progress and student learning? Track the outcomes and outputs?

❑ **Budget Summary + Narrative**: Is the budget detailed yet clear and easy to comprehend? Are the Items relevant to the program? Funding sources identified?
FINAL INNOVATION FUND TIPS

- Use all provided 100K templates
  - M&E Plan
  - Budget Summary

- Refer to proposal samples
  - Complete proposal
  - Budget Narrative

- Make sure all proposal documents are in English

- Don’t wait!
  - Begin your proposal & create your profile as soon as possible
    https://www.100kstrongamericas.org/application-portal/

When in doubt, refer to our website

Proposal Format & Design Guidelines

Grant FAQs
Mariana Smith
Assistant Professor of Visual Arts
School of Arts and Humanities
Stockton University
mariana.smith@stockton.edu

Student Exchange Internship Program
with Universidad del Rosario (Colombia)

The 2019 Nexo Global Innovation Competition for Creative and Cultural Industries

Learn more about this project
Student Projects:
https://fronterascol.wixsite.com/borders
https://plazacapital.co/

In the News:
https://stockton.edu/stocktonnow/spring2020/exchange-students.html
Lynda Carroll
Adjunct Professor
Department of History, Philosophy, and Social Sciences
SUNY Broome Community College
carrollla1@sunybroome.edu

A Study Abroad Model Focusing on Storytelling & Heritage
with Universidad de Celaya (Mexico)

The 2018 Mary Street Jenkins Innovation Fund Competition

Learn more about this project

#100KStrongAmericas | www.100kstrongamericas.org
QUESTIONS?

Please submit questions via the “Q&A” in your Zoom window.

Please note that any questions not addressed in this webinar will be answered in a Question & Answer Report, which will be sent to the email you used to register for this webinar within 3-5 business days.

You can also refer to our Grant FAQs page for answers to the most commonly asked questions.
THANK YOU!

For questions or clarifications, contact the Innovation Fund team:

Laura Cossette
Program Officer, 100,000 Strong in the Americas Innovation Fund
Partners of the Americas
100kstrongamericas@partners.net

All webinar materials, including this presentation, and a link to the webinar recording will be sent to all participants within 3-5 business days.