Thank you for joining!
We will begin momentarily

Tips & Strategies for Developing Your Innovation Fund Grant Proposal

THE 2021 INNOVATION FUND GRANT COMPETITION TO BUILD PARTNERSHIPS AND TRAINING PROGRAMS BETWEEN THE UNITED STATES, CENTRAL AMERICA, AND THE DOMINICAN REPUBLIC

Wednesday, May 26, 2021

#100KStrongAmericas | www.100kstrongamericas.org
Tips & Strategies for Developing Your Innovation Fund Grant Proposal

THE 2021 INNOVATION FUND GRANT COMPETITION TO BUILD PARTNERSHIPS AND TRAINING PROGRAMS BETWEEN THE UNITED STATES, CENTRAL AMERICA, AND THE DOMINICAN REPUBLIC

Wednesday, May 26, 2021
# Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker/Details</th>
</tr>
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<tbody>
<tr>
<td>2:00</td>
<td>What is the Innovation Fund?</td>
<td><em>Maggie Hug, Bureau of Western Hemisphere Affairs, U.S. Department of State</em></td>
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<tr>
<td>2:05</td>
<td>How do I Apply?</td>
<td>Competition Requirements, Eligibility, etc.</td>
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<tr>
<td></td>
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<td>Application Requirements, Criteria, and Evaluation</td>
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<tr>
<td>2:30</td>
<td>Tips &amp; Strategies for Proposal Development</td>
<td><em>Dr. Lori Stevens, University of Vermont, 100K Grant Recipient</em></td>
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<tr>
<td>2:45</td>
<td>Question &amp; Answer</td>
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*All webinar materials, including this presentation, and a link to the webinar recording, will be sent to all participants within 5 business days and will be available online at [https://www.100kstrongamericas.org/webinars/](https://www.100kstrongamericas.org/webinars/).*
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/
The 2021 Innovation Fund Grant Competition to Build Partnerships and Training Programs between the United States, Central America, and the Dominican Republic

Generously supported by

AgroAmerica & the Bureau of Western Hemisphere Affairs at the U.S. Department of State

Application Deadline: August 2, 2021 at 11:59 PM ET

Learn more at
https://www.100kstrongamericas.org/grants/
THE 2021 INNOVATION FUND GRANT COMPETITION TO BUILD PARTNERSHIPS AND TRAINING PROGRAMS BETWEEN THE UNITED STATES, CENTRAL AMERICA, AND THE DOMINICAN REPUBLIC

12 Innovation Fund Grants

$25,000 (USD)
ELIGIBLE COUNTRIES

All higher education institutions (HEIs) in

- United States
- Guatemala
- El Salvador
- Honduras
- Costa Rica
- Nicaragua
- Panama
- Belize
- Dominican Republic
ELIGIBLE THEMATIC AREAS

- Environmental and Climate Solutions
- Human Rights & Public Policy
- Health Sciences & Public Health
- Food & Agricultural Sciences
- Education Technology and Distance/Virtual Education
- Water, Sanitation, and Hygiene (WASH)
- Bio-Technology
- Business Development
- Science, Technology, Engineering, and Math (STEM)

Unsure if your proposed program falls under one of these categories?

The academic fields of study listed here are not a comprehensive list of eligible areas; rather, they serve as recommendations and guidelines. As long as the proposed program falls under one or more of the general themes above and the proposed academic discipline(s) can be sufficiently justified in the proposal, it will be considered eligible.
APPLICATION REQUIREMENTS & COMPONENTS

**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

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**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

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**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

All applications and supporting documents must be submitted in English.
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
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 three communities related to obesity, nutrition and physical activity. We will strengthen our relationships with University of the Americas, but more importantly we will strengthen our relationships in the targeted communities. With these established relationships, our future directions for the program will be adapted to community needs. We intend to continue the summer camp/travel-abroad 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 W

- 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 health and human service professions. Based on the relationships developed

- We are offering a new clinical rotation for Physician Assistant students in at least three institutions. Preliminary discussions have begun for a similar Occupational Therapy clinical placement. The students have already implemented individual placements of students as of January

- We plan on developing a relationship with the Ministry of Health in The results have 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 in

- Students participating in the program will be exposed to serve as advocates for improving US/Mexico relations. The students will be well poised for this role based on their knowledge and personal experience of how migration has impacted individuals on both sides. Upon completion of this program, students will be involved in a range of activities for example, sharing their experiences at study abroad fair and with the International Committee. As alumni of the program, they will also be able to recruit and mentor future students.

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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

Table 1. Monitoring & Evaluation (M&E) Framework - UWPLATT-UNESP Coordinating International Exchange Student Initiatives

<table>
<thead>
<tr>
<th>Focus evaluation</th>
<th>Monitoring</th>
<th>Where do we want to learn? (Monitoring Question)</th>
<th>(How will we know it? (Indicators))</th>
<th>Where will the data come from? (Data Source/Method)</th>
<th>Who will capture the data? (Responsibility)</th>
<th>When will data be captured? (Timeframe)</th>
<th>How will the data be analyzed? (Tools)</th>
<th>Reporting</th>
<th>Who will be involved?</th>
<th>How will it be reported?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relevance</td>
<td>To what extent do students feel satisfied with the project?</td>
<td>Level of satisfaction of students with respect to the UWPLATT-UNESP Coordinating International Exchange Student Initiative</td>
<td>Survey to students</td>
<td>Student advisor (assigned to the UWPLATT-UNESP Coordinating International Exchange Student Initiative)</td>
<td>Data collected from the UWPLATT-UNESP Coordinating International Exchange Student Initiative</td>
<td>Data collected from the UWPLATT-UNESP Coordinating International Exchange Student Initiative</td>
<td>Project director from UWPLATT</td>
<td>Data collected from the UWPLATT-UNESP Coordinating International Exchange Student Initiative</td>
<td>Project director from UWPLATT</td>
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</tbody>
</table>

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 students abroad; increase the number of faculty-led study abroad programs.

Using data from 2012 to 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 includes education, 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 2018: Preliminary program development and travel planning
October 2018: PSU Presidential Delegation visits UFF to sign Memorandum of Understanding

Remember to use our template!
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.
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 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/

Available at
https://www.100kstrongamericas.org/app-format/

When in doubt, refer to our website & the RFP

Proposal Format & Design Guidelines
Grant FAQs
Competition RFP
Dr. Lori Stevens

Professor
Department of Biology
University of Vermont
lori.stevens@uvm.edu

Americas for Forest and EcoHealth (A4FEH)
with Universidad de San Carlos (Guatemala)
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 5 business days.

You can also refer to our Grant FAQs page for answers to the most commonly asked questions.
How can I find a partner institution?

Click [here](#) to find an EducationUSA Advising Center

**Innovation Network** [Register today!]
- Use a Forum
- Search the Directory

Connect with others from this webinar!

**Contact Us**
[100kstrongamericas@partners.net](mailto:100kstrongamericas@partners.net)
THANK YOU!

For questions or clarifications, contact the Innovation Fund team:

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

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