Project Charter
Version 1.0

<table>
<thead>
<tr>
<th>Project Title: Build sustainable structure to increase funding for research and creative activity</th>
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<td>Sponsor: Mark Rudin</td>
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Project Description
This project will build a sustainable program dedicated to helping faculty achieve success in securing external funding for research and creative activity.

- **What is the Challenge?**

The regularly assigned duties of all members of the faculty consist of teaching, scholarship and service each academic year. External funding can enhance teaching and increase research and creative activity – it can build infrastructure, provide opportunities for graduate and undergraduate training and education, and support the pursuit of new knowledge and creative expression. In many disciplines, successfully obtaining external funding via a competitive, peer-reviewed process is a criterion for promotion and tenure. However, faculty have not been offered the requisite training to gain the specialized skills and knowledge necessary to successfully compete for increasingly limited external funding. Faculty need logistical support for proposal development; they need information about how funding decisions are made and which entities fund research or creative activities aligned with their own scholarship; they need guidance about how to strategically seek funding and develop collaborations. Faculty need training in the nuts and bolts of how to write successful proposals and in developing more nuanced skills such as how to build interdisciplinary teams and respond to unsuccessful proposals.

Large institutional proposals present a different type of challenge. Such proposals often require interdisciplinary teams to work within complex logistical demands in order to successfully compete for higher dollar/higher impact awards. An experienced grant writer can provide core support by organizing personnel, managing the proposal development timeline, and writing and editing key elements of these proposals.

- **What is the observable change that will occur as a result of this project?**
  - Growth in the number of faculty who are confident in their proposal development skills
  - More effective and efficient use of faculty time in writing proposals
  - Growth in the number of larger, more complex, interdisciplinary proposals and awards
  - More competitive individual proposals which increase the likelihood for awarded projects
  - More faculty engaged in submitting proposals for external funding leading to increased professional development and recognition
  - Boise State University more visible nationally and better positioned to compete for best undergraduate and graduate students
  - A proposed plan for sustaining these activities supported by stakeholders and executive leadership
• **What activities will the project involve?**
  - Design, develop, and implement a proposal writing seminar series that offers faculty the opportunity to gain grant writing skills, knowledge, and proposal writing support through direct hands-on, applied activities.
  - Hire a grant writer to provide logistical support for large projects and/or institutional proposals, assist with the proposal writing seminar series and provide day-to-day support for faculty who need assistance with finding appropriate funding opportunities and writing proposals.

• **Who will need to be involved?**
  - Ad hoc faculty advisors from each college
  - Academic leadership (associate deans, deans, chairs)
  - Executive leadership (VP for Research, Provost’s office)
  - Cindy Anson and Susan Shadle (faculty professional development expertise)

• **How Will We Know the Project is Over?**
  - Grant writer has been hired; proposal writing seminar series has been designed, implemented and evaluated

• **How will we know if the project has been successful?**
  - Number of faculty who describe themselves as knowledgeable about proposal development will increase
  - Faculty satisfaction with proposal development process will increase
  - 80% of faculty completing the proposal writing seminar series will submit a proposal within one year
**Project Scope** The scope of this project includes the design, implementation and evaluation of a program dedicated to helping faculty achieve success in securing external funding for research and creative activity. It includes hiring two grant writers, executing a pilot proposal writing seminar series, evaluation of the proposal writing seminar series, and design and implementation of a program for investing seed funding. It does not include a full-scale proposal writing seminar series for the first year.

<table>
<thead>
<tr>
<th>Categories</th>
<th>In Scope</th>
<th>Out of Scope</th>
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<tbody>
<tr>
<td>Processes</td>
<td>• Hiring grant writer</td>
<td>• Full scale proposal writing seminar series (year 1 is pilot only)</td>
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<td></td>
<td>• Developing materials for proposal writing seminar series</td>
<td>• Evaluation of effectiveness of proposal writing seminar series</td>
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<td></td>
<td>• Evaluating proposal writing seminar series- formative evaluations</td>
<td></td>
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<tr>
<td>Divisions/Units</td>
<td>• Division of Research, Provost’s office, colleges, representative departments, ad hoc subject matter experts</td>
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<tr>
<td>Programs &amp; Services</td>
<td>• Implementing pilot proposal writing seminar series</td>
<td>• Decision about sustainability model to be used for ongoing support of the project</td>
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<td></td>
<td>• Grant writing support services</td>
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<td></td>
<td>• Proposal development –logistical support</td>
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<tr>
<td>On-Going Support Structure</td>
<td>• Proposed models for sustainable funding for grant writing services</td>
<td>• Create a task force to identify and remove barriers to research, especially interdisciplinary research, at Boise State University.</td>
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<tr>
<td>Other</td>
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**Key Documents to be Created (to provide a record of our activities)**

**Standard Documents**
- Project Charter
- Project Work Plan
- Communication Plan
- Retrospective

**Additional Documents**
- Proposal writing seminar series – curriculum, documents, schedule, guest speakers
- Grant writer/proposal development JDQs
- Proposed funding models for sustainability of program in the future

**Estimated Project Start Date:** November 1, 2012
Estimated Project resources necessary

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<tr>
<th></th>
<th>Non-personnel $$</th>
<th>New FTE and cost</th>
<th>Existing FTE</th>
<th>Backfill $$ for existing FTE</th>
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<tbody>
<tr>
<td>FY13:</td>
<td>$28,000</td>
<td>1.0, $110,000</td>
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<td></td>
<td>Operational costs for grant writer and proposal writing seminar series (space rental, A/V costs, printing costs, materials and supplies, honoraria for guest speakers, stipends for mock peer review panel)</td>
<td>(includes fringe)</td>
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<tr>
<td>Ongoing Costs (FY14 and beyond):</td>
<td>$28,000</td>
<td>1.0 FTE, $110,000</td>
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<tr>
<td></td>
<td>(includes fringe)</td>
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Potential Project Funding Source(s):

Will non-team personnel be required? YES
If Yes, what resources will be required and for what purpose?
Subject matter experts – will need to be consulted on an ad hoc basis

Approved To Proceed | Date | Method (verbal, email, other)
--- | --- | ---
granted | 10/31/2012 | email