



GUIDELINES FOR SUBMITTING DISCOVERY GRANT PROPOSAL

Introduction

Discovery is a women's collaborative philanthropic group established to support projects and programs at Ball State University. Discovery members are volunteers who pool annual contributions and work with university administrators to select the projects they support. The maximum grant request may be up to \$25,000.

Selection Criteria

Discovery members encourage projects that are in line with Ball State University's Centennial Commitment. The Discovery Group is seeking proposals that lead to the University's aspiration of being a model of the most student-centered and community engaged of the 21st Century public research universities transforming entrepreneurial learners into impactful leaders committed to improving quality of life for all. A Project Director may only hold one Discovery award per fiscal year.

Discovery will consider funding for: specialized equipment, student assistant wages, graduate assistantships, program administrative costs, and summer stipend (salary is capped at \$2,500; plus additional fringe benefits). Discovery will not consider funding for: faculty overloads, computer equipment, general office equipment, or indirect costs.

Please refer to the attached rating sheet for scoring rubric.

How to Apply

The request for proposals (RFP) can be found at <https://goo.gl/jSBiRa>. Please work with your [assigned Proposal Manager](#) in Sponsored Projects Administration (SPA) to complete and submit your proposal.

Timeline for Grant Proposals

The grant period Discovery Awards will be from **May 1, 2017** to **June 30, 2018**.

October 1, 2016 - Cycle to submit proposals begins. Please work with your SPA Proposal Manager for proposal development, review and budget preparation.

December 1, 5:00 PM - All final proposals due as a single .PDF file emailed to jsdavis@bsu.edu. You will receive confirmation of proposal receipt.

January, 2017 - The grants committee will select the top proposals for presentation at the Discovery Annual Meeting; all applicants will be notified of decision at this time.

March, 2017 - The selected proposals are presented at the Discovery Annual Meeting. Following a vote by the Discovery Members in attendance, the grant awards will be announced that day.

Post-Grant Report

A final report will be required of all grantees by **August 15, 2018**. The reporting requirements will be outlined in the award letter. Grant recipients are expected to share the results of their work at various Discovery Events throughout the year.

Discovery Group - Request for Proposals

COVER PAGE

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Applicant Name(s)

Department(s)

Email(s)

Telephone Number(s)

Title of Project

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Projected Number of Students Involved with the Project

Undergraduate

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Graduate

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Amount Requested from Discovery

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Total Cost of the Project

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Discovery Group - Request for Proposals

1. Describe the purpose of your request. (250 words maximum)

2. Describe the implementation plan and timetable for this request. (250 words maximum)

Discovery Group - Request for Proposals

3. Please list the measurable goals/objectives for your request. Describe the plans for achieving and evaluating the goals/objectives. (500 words maximum)

4. Describe how Ball State University students will be involved in and impacted by this project. (100 words maximum)

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5. Based on the Centennial Commitment (18 by '18) please explain how this project helps transform entrepreneurial learnings into impactful leaders. Which of the following themes does the proposal address? May address more than one. (150 words maximum)

- ☐ Student Centered
- ☐ Community Engaged
- ☐ A Model 21st Century Public Research University

6. After completion of this grant, what are the plans to continue this program / project?
(150 words maximum)

7. Have you applied to other funding agencies for this project / program? ☐ No additional support planned or committed

If yes, include agency name, amount, and status below.

Please attach letters / evidence of commitment to application.

Agency / Sponsor	Amount	Status of Request

*If more than 4 agencies, please list on a separate sheet.

Discovery Group - Request for Proposals

8. Work with SPA to create a budget using their format. In the space below, provide a justification for the funds requested from Discovery. (500 words maximum)

9. Attachments.

The following attachments are allowed:

- ☐ Up to 1-page glossary for definitions/jargon/acronyms
- ☐ Up to 1-page of references cited in the proposal narrative
- ☐ Letters of commitment (not support) as requested in Question 7
- ☐ Additional sources of support, as needed by Question 7
- ☐ SPA budget form, as required in Question 8