



ORED Research, Infrastructure, and Scholarly Excellence (RISE) funds are competitively awarded to further the development of research, scholarly, and creative activities across all disciplines. RISE grants are intended to enhance the competitiveness of future proposals submitted to external sponsors, and/or result in publications, patents, awards, performances, etc. related to the PI's discipline.

The ORED RISE Meet Your Sponsor (MYS) program provides funding to support travel for faculty to have in-person meetings with prospective sponsors to fund their research, scholarly, or creative efforts. This program has two formal calls for proposals each year (one per semester) to travel as a cohort to Washington, DC to visit with Program Officers of federal agencies; in addition, ORED will also accept rolling applications for individual, non-DC travel.

It is anticipated that the Spring 2019 faculty cohort traveling to DC will consist of up to 5 individuals, and that a 2-3 day trip will take place in March 2019.

ELIGIBILITY AND RESTRICTIONS

- To participate in any of the ORED RISE programs, a PI must be in a tenure-track or research faculty position.
- The PI must have (1) submitted all reports and requirements from previous ORED awards and all sponsored activities, and (2) not have been awarded ORED RISE MYS funding in the last two years.
- PIs are not eligible for MYS funding if they have received a significant award as a PI from the sponsor that they are planning to visit (We encourage faculty to discuss this with Research and Faculty Development (RFD) if there is uncertainty).
- PIs will work with RFD to prepare for their visits with Program Officers.
- Individual MYS awards of **up to \$1,500** will be made to a PI following an internal review. It is expected that other sources of funding will be used to cover the remainder of the travel expenses, and these must be identified by Index # on the budget form.

PROPOSAL SUBMISSION

For the cohort travel to DC, proposals are due to ORED's RFD team by 5:00 pm PT on February 8, 2019. Non-DC cohort travel requests are accepted anytime. Proposals must be submitted through the U of I's Electronic Internal Proposal Routing System (EIPRS) at <https://www.sites.uidaho.edu/osp/Default.aspx> which enables electronic routing and signatures of your proposal. The entire application package should be loaded into EIPRS as a single PDF. Because this is an internal grant program, ORED's Fiscal Operations and Research and Faculty Development units will be involved in the approval of the proposal submission.

Following submission of the proposal in EIPRS, Deans will be contacted to rank proposals from their College.

INSTRUCTIONS

Use single spacing, one-inch margins, and a font size of 12 pt. Do not include extra materials. Proposals that do not follow these guidelines will be returned without review.

- 1) Cover Sheet (1 page):** Complete the cover sheet available on the MYS website [here](#).
- 2) In EIPRS, the proposal title must begin with "ORED SP19 MYS:"** to assist with tracking the proposal. For Sponsor, select "UI Office of Research and Economic Development." Signatures of PI(s), Department Chair/Head/Supervisor, and College Dean will be processed electronically via EIPRS. *All signatures must be obtained through EIPRS by deadline in order for the proposal to be considered complete.* Please note that your college may have an internal deadline for proposal submission, routing, and approval.

- 3) Narrative (1 page maximum):** Please address the following points:
- Identify the intended sponsor(s) for the visit, whether you have talked with the Program Officer(s), and upcoming proposal deadlines for the identified program(s).
 - Applicants are strongly encouraged to identify *at least* 2 programs to reach out to when applying for the DC visit.
 - Briefly describe how your scholarly activity fits within each of the funding programs identified above (*please write to a non-technical audience*).
 - Describe the expected outcomes that will result from this travel.
- 4) Budget Template:** Complete the budget template available on the MYS website [here](#).

EVALUATION

Proposals will be reviewed by ORED. It is anticipated that the Spring 2019 cohort traveling to DC will consist of up to 5 individuals. The VP for Research and Economic Development will make the final funding decisions, taking into account review comments, ranking from the Deans, and strategic expansion of the ORED funding portfolio.

AWARD CONDITIONS

- ORED's Fiscal Operations unit will notify the PI and their departmental grant administrators when their award index has been set up. Deviations from the proposed budget plan or scope of work must be **requested** via email to ORED-FISCALOPS@uidaho.edu with clear justification. Funds remaining at the end of the award period will be returned to ORED.
- Upon submission of the project close-out report (described below) within 30 days of travel, ORED's Fiscal Operations unit will work with the PI's fiscal staff to finalize the financial distribution of the travel award.

DELIVERABLES

Two reports are required following the end of the award period: 1) a *project close-out report*, describing the visits that were enabled by the award, which is due within 30 days after the funding ends, and 2) a *final report* detailing proposal submissions enabled by the award, which is due 12 months following the close-out of the award.

Questions? Contact RFD at ORED-RFDTeam@uidaho.edu.