

Grant Program Name: UWL Margins of Excellence

Funding Source: UWL Foundation Margins of Excellence Fund

I. Introduction

The intent of the Margins of Excellence (MoE) Fund is to provide funds to heighten visibility and understanding of the importance of experiential learning as a high-impact practice both within UWL and externally to the greater community. Applications must be proposed by a recognized UWL program, unit, or organization. Individual faculty or staff members must work through a recognized unit with ideas that have a broad impact.

II. Program Description

The Margins of Excellence (MoE) Fund is intended to serve as a catalyst for:

1. Increasing the number of students having the interest and opportunity to participate in experiential learning opportunities
2. Increasing the number of faculty wanting to incorporate experiential learning into their curriculum
3. Increasing experiential learning opportunities that enhance the general public's understanding and appreciation of the important contributions UWL makes to the economy and education of its citizenry (the Wisconsin Idea)
4. Providing compelling reasons for donors (alumni, friends, and others) to invest in experiential learning endeavors
5. Leveraging opportunities for matching donations for initiatives referenced above

It is not intended that this fund will supplant other university resources.

In 2019 and beyond, proposals that are environmentally themed will be directed to funding sources associated with the Prairie Springs initiatives through the UWL Foundation.

III. Award Information

A. Project Dates of Award:

Projects should commence no earlier than April 15 following the proposal deadline. Projects need not be bound by the fiscal year.

B. Number and amount of awards is contingent upon funding availability.

C. Anticipated Funding Amount:

As MoE funding provides for considerable latitude on types and scopes of projects, there are no budget amount parameters or caps at this time. Awardees will be required to provide an itemized list of expenses for each fiscal year.

IV. Eligibility Information

A. Who Is Eligible to Apply:

Applications must be proposed by a recognized UWL program, unit, or organization. Individual faculty or staff members must work through a recognized unit with ideas that have a broad impact.

B. Limit on Number of Proposals per UWL Program/Unit/Organization:

No limit *per se*, but the number of previously funded MoE proposals by a UWL program/unit/organization will factor into the award decisions.

V. Proposal Preparation and Submission Instructions

The application must be saved and submitted as a single PDF file. The content should appear in the order listed below.

A. Application Content

1. Cover Page

Download and complete the required information in the form. Include as page 1 of the application.

2. Proposal Narrative

Proposal narratives are capped at 3 double-spaced pages. A minimum font size of 11 (eleven) should be used.

Narratives must address the following criteria:

- a. *Statement of the Significance of the Project:*** Indicate why the project is important for the advancement of one or more of the MoE's targeted outcomes:
 - i. Increasing the number of students having the interest and opportunity to participate in experiential learning opportunities
 - ii. Increasing the number of faculty wanting to incorporate experiential learning into their curriculum
 - iii. Increasing experiential learning opportunities that enhance the general public's understanding and appreciation of the important contributions UWL makes to the economy and education of its citizenry (the Wisconsin Idea)
 - iv. Providing compelling reasons for donors (alumni, friends, and others) to invest in experiential learning endeavors
 - v. Leveraging opportunities for matching donations for initiatives referenced above
- b. *Objectives:*** Define the specific outcome(s) of the project.
- c. *Project Timeline:*** Outline when project activities will occur and who will be responsible for their completion.
- d. *Assessment Plan:*** Describe the plan for assessing the program's effectiveness.

3. Budget

An itemized budget request using the [UWL Internal Grant Budget Form](#) must accompany each proposal. Provide an itemized list of expenses for each fiscal year. For multiple-year projects, include one UWL Internal Grant Budget Form for each year of the request:

- Year 1: should include project costs occurring between April 15-June 30 immediately following the submission deadline
 - If no funding is requested in year 1, please include a UWL Internal Grant Budget Form for \$0.
- Years 2 and on: should follow the UWL fiscal year (July 1-June 30)

List the fiscal year for each budget form in cell H4.

As MoE funding provides for considerable latitude on types and scopes of projects, there are no budget amount parameters or caps at this time. It is not intended that this fund will supplant other university resources.

While the committee reserves the right to adjust budgets, it is important that proposers carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative; e.g., if student help funds are requested in the budget, the applicant must explain in the narrative what the students will be doing. Applicants should note that items included in broad categories such as "miscellaneous" or "other" will not be considered by the committee for funding unless additional detail is provided in the budget narrative.

4. Budget Narrative

This document is required and should not exceed two pages. Describe how requested funds were calculated and why they are necessary to accomplish the proposed project's objectives.

5. Letters of Support

If a unit director is not the primary contact, upload a letter or letters of support from the relevant unit director(s) indicating their support of the project and addressing how the project fits each unit's strategic goals. If a unit director is the primary contact for a project, they may choose to include a letter of support addressing the same information.

B. Deadline

Proposals are due to provost@uwlax.edu by **noon on the third Friday of March.**

C. Submission Requirements

1. Generate a single PDF file with all of the required application content in the order specified.
2. By the deadline, email the application to provost@uwlax.edu. Copy your unit director, any co-applicants, and co-applicants' unit director(s) in the CC line of the grant submission email. Please note that a unit director has the right to rescind an application that has not received their approval prior to submission.

VI. Proposal Processing and Review Procedures

A. Merit Review Criteria

Preference will be given to proposals that:

- Effectively indicate a broad impact on or for UWL
- Provide robust plans for the assessment of outcomes
- Clearly articulate a sound plan for a continuity of the project without MoE funding (if applicable)

Proposals that are not deemed to have a sufficient impact and/or that require ongoing funding to be successful may not be funded even if the overall proposal is of quality.

B. Review and Selection Process

As stipulated in the MoE endowment agreement, the review committee is comprised of the four deans, the director of Murphy Library, the Associate Vice Chancellor of Academic Affairs, and the Provost. A representative from the UWL Foundation serves as an *ex officio* member to help guide fund use to ensure the original purpose of the gift is honored.

Failure on the part of applicants to follow the guidelines and procedures described in this document may result in automatic disqualification of the proposal.

VII. Award Administration Information

A. Notification of Award

Applicants will be notified of the committee's decisions generally prior to April 15. At this stage, the grant recipients may have to provide an amended budget and/or budget narrative if the award amount is different than originally requested. Generally, Business Services establishes separate accounts for each grant awarded.

B. Award Conditions

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds granted shall be returned to the university unless the unit(s) are able to carry out the project with a replacement project contact. Contact the Provost Office immediately in the event a personnel substitution is required.

C. Reporting Requirements

A **final report** on project outcomes/accomplishments must be submitted electronically to provost@uwlax.edu within three months of project completion. Failure to fulfill this obligation will make applicants ineligible for future funds until such a report is submitted.

VIII. Contact for More Information

Questions regarding the program can be directed to the Provost Office at 608.785.8042 or provost@uwlax.edu.