

April 6, 2021

Dear FRIENDS Members,

Thank you for all of your hard work and dedication over these many months together. As we approach our April 5 Spring Convening, we are excited to share what comes next. Below we explain the process of determining how to allocate \$100,000 in grant dollars left in order to move some of our proposed projects into implementation.

We would like to encourage you to consider submitting a brief 2-page Letter of Interest (LOI). Given all the work that your teams have already invested, we believe that these letters could be crafted in 1-2 hours. **LOIs are due on April 23.** We hope that many of you will consider submitting.

***Meant to gauge interest, everyone who submits a complete LOI will be invited to submit a full proposal. Full proposals will be due on June 18*** and will expand upon the contents of your LOI. In order to be invited to submit a full proposal, you must submit a complete LOI.

We encourage you to join us for a discussion, along with a question-and-answer session related to this funding opportunity at **3:30-4:30 pm on Friday, April 16** (<https://ucdavis.zoom.us/j/95315625137?pwd=Wi9UaGRUeTdqQ2JhbnJNY2E4a3FsUT09#success>).

As detailed below, we have created a timeline that seeks to allow sufficient time for each step, but also moves steadily toward selecting project for grant funding:

April 6 (Tues)	Call for Letters of Intent
April 16 (Fri) 3:30-4:30 pm	Optional meeting to review guidelines for LOIs and proposals
April 23 (Fri)	LOIs due
April 26 (Mon)	Submitted LOIs sent to FRIENDS Leads and Proposal Review Committee
April 30 (Fri)	CALL for full proposals (by invitation only)
June 18 (Fri)	Proposals due
July 12 (Mon)	Grants Awarded

### **FRIENDS: Letter of Interest Guidelines**

Each LOI must designate one or two principal investigators (PIs). All PIs must have been FRIENDS participants. In keeping with the intent of the grant to cultivate leaders, none of the PIs can be FRIENDS team leaders. Additional project team members are not limited to FRIENDS and can include UC Davis faculty as well as staff and graduate students. LOIs should be submitted to Laura Cerruti ([lmcerruti@ucdavis.edu](mailto:lmcerruti@ucdavis.edu)) no later than Friday, April 23.

If you have questions about the LOI or the funding process, please contact either Laura Cerruti ([lmcerruti@ucdavis.edu](mailto:lmcerruti@ucdavis.edu)) or Tom O'Donnell ([twodonnell@ucdavis.edu](mailto:twodonnell@ucdavis.edu)).

### **Letter of Interest Components**

Within two pages, please address the following **four elements**:

<b>Element</b>	<b>Inquiries</b>
1) Team Leadership and Members	Who is/are your PI or Co-PIs? (Please provide email and phone numbers) What other faculty, staff, and students are interested in participating in your project?
2) Project Description	Are you proposing a single project, or a cluster of two or more related efforts? Describe the project and provide a general overview of planned activities. Who will lead the project and why? What will be the major contributions of the project?
3) Relation to FRIENDS Teams	Were elements of this project presented by specific FRIENDS teams? If so, which teams?
4) Quick Summary of Anticipated Resources	Complete the short preliminary budget template below (NOTE: This is just a sketch, please do not feel pressure to go into great detail at this time)

What are the primary <i>grant-funded</i> resources you anticipate needing?	What are their estimated costs?
1)	\$0.00
2)	\$0.00
3)	\$0.00
4)	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

## **FRIENDS: Full Funding Proposal Guidelines**

The FRIENDS initiative differentiates itself from other community-building efforts in its emphasis on problem-solving: faculty working collaboratively to develop best practices and solutions.

FRIENDS sees its role as creating an incubator for solutions (to move beyond) enumerating the concerns raised by the COACHE survey. One (or more) of the FRIENDS teams will have the opportunity to pilot or implement their concept in the coming academic year (2021-22).

While we have set aside \$100,000 to fund the proposal(s), we do not want your team to design to the amount. Rather, think creatively about what problem you would like to solve and what resources might be required to enable a team of faculty to solve it. Perhaps a few thousand dollars enables a team to do its project from A to Z. Or perhaps the whole of the funding provides seed funding for an entirely more ambitious endeavor.

In other words, we are eager to both empower the incremental in a time of scarcity and outgrow the expected in order to transform the institution on the broadest scale.

Now to the logistics. We envision that proposals of approximately 10-12 pages would include:

1. **Proposed Project Name** – A memorable title for your concept
2. **PI or Co-PIs** – Names, titles, email and phone number
3. **Abstract** (100 words)
4. **Problem Statement** (1 page) – Not just the general theme addressed—a concise problem statement that builds on your theme and is defined by your team.
5. **Values and Principles** (1 page) – Applicable values or guiding principles that you have identified through your discussions and research. These might be frameworks that served as foundations for your thinking or threads that ran through all of your contemplations.
6. **Data/Findings** (1 page)
  - Cite any COACHE survey data or other research
  - Review any data collection
  - Describe any general themes from FRIENDS team discussions that support the project
  - Note any other related *active* efforts (outside of your project) that are also trying to address the problem or issue faced.
7. **Project Description** (2-4 pages) – Describe your project and any relevant context. Who will lead the project and why? What potential does your project have to be adopted beyond the immediate funding?
8. **Desired Outcomes of Project Proposed** (1 page) - What will be the major contributions of the project? Describe direct and measurable impacts of the project
9. **Activities and Timeline** (1 page)
  - a. A description of activities you will do Fall, Winter, and Spring quarter
  - b. Immediate next steps (preparation over the summer)
    - i. What further information needs to be gathered?
    - ii. What types of resources might be needed?

1. People
  2. Toolkits, resources, research, policy review, process definition or other analysis
  3. Speakers, events, or travel
  4. Supplies, equipment, software, technology, or other materials
10. **Assessment/Metrics** (1 page) – Describe how you might determine whether your proposed recommendations successfully address the problem you identified.
11. **Proposed Budget** (1 page) – Please follow the template below.

The criteria for selecting the projects to be funded will be:

- Having a clear outcome that is specific, measurable, and tangibly related to the climate and retention of Associate Professors at UC Davis;
- Showing clear guidelines for measuring effectiveness;
- The project’s potential to be institutionalized beyond the duration of the grant if proven effective;
- Alignment with institutional priorities around faculty diversity & retention<sup>1</sup>; and
- Leveraging of institution strengths, including existing spaces for collaboration and community as well as strategic partnership with existing initiatives.

*We intend to announce decisions about funding during summer 2021. Work may begin on the awarded projects at that time and all funds must be spent by June 30, 2022.*

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<sup>1</sup> Priorities may be identified from the 2017 UC Davis Diversity and Inclusion Strategic Vision; To Boldly Go; the Report of the UC Davis Hispanic Serving Institution Task Force; or the American Association for the Advancement of Science Bronze Award certification in the STEM Equity Achievement (SEA) Change Initiative.

## FRIENDS Full Funding Proposal: Budget Template

	COST ELEMENT	EXPLANATION	TOTAL AMOUNT
I.	<b>Personnel costs</b>		
	Course releases, summer research releases, GSR time, staff allocations, and other related personnel costs. The project description should specify responsibilities of each.		
a)			
b)			
c)			
Subtotal			
II.	<b>Outside speakers, events, food, and travel</b>		
	Outside speaker honoraria, conference and workshop costs, food/beverage, travel, and other similar expenses.		
a)			
b)			
c)			
Subtotal			
III.	<b>Software and other materials</b>		
	Data acquisition costs, software licenses, and other materials essential for the project		
a)			
b)			
Subtotal			
IV.	<b>Other</b>		
	Please detail other budgeted expenses not included in the categories above.		
a)			
b)			
Subtotal			
<b>TOTAL</b>			