GPSA Workshop Request for Proposals

The Graduate and Professional Student Association (GPSA) is committed to supporting and promoting graduate student education at the University of Idaho. In an effort to further support graduate student education, the GPSA issues this request for proposals to help fund workshops, programs, or short courses for graduate students. The GPSA’s objective is to provide monetary grants to help graduate students bring experts to the University of Idaho to lead specialized workshops concentrating on subject matter not addressed by the curriculum at the university.

Grants will be awarded either for work in a single discipline or for cross-disciplinary scholarly activities; however, preference will be given for those workshops, programs, or short courses whose impact reaches multiple departments. The funding period is for the duration of the current academic year in which the recipients are awarded their grant. Proposal quality is important and the process is highly competitive. It is strongly recommended that you ask a colleague to review your proposal prior to submission.

Deadlines: All materials are due by 4:30 p.m. on the sixth Thursday of each semester in the GPSA drop box in Morrill Hall RM 202. When the sixth Thursday is a holiday proposals will be collected the following working day. The Teaching Excellence and Graduate Achievement (TEGA) Committee is not obligated to accept any proposals submitted after the deadline.

Awards: The GPSA has established four awards of up to $1,500. In each semester (fall and spring) two grants can be awarded. Fall awards can be used to fund workshops in the spring semester.

MISSION

The Graduate and Professional Student Association is committed to supporting and promoting graduate student education at the University of Idaho. In an effort to further support graduate student education, the GPSA issues this request for proposals to help fund workshops, programs, or short courses for graduate students. The GPSA’s objective is to help graduate students identify gaps in their education and fill them by providing monetary grants with the aim of bringing subject matter experts on site that will fill those gaps.

Grants will be awarded either for work in a single discipline or for cross-disciplinary scholarly activities; however, preference will be given for those workshops whose impact reaches multiple departments. The funding period is for the duration of the current academic year in which the recipients’ are awarded their grant. Proposal quality is important and the process is highly competitive. It is strongly recommended that you ask a colleague to review your proposal prior to submission.

COMMITTEE STRUCTURE AND FUNCTION

Structure of the Teaching Excellence and Graduate Achievement (TEGA) Committee

The GPSA Teaching Excellence and Graduate Achievement Committee is comprised of five (5) to fifteen (15) GPSA members, each from a different academic department.
Function of the Teaching Excellence and Graduate Achievement Committee

The TEGA Committee has the power to:

1. set policy for the Workshop Grant Program; and
2. allocate funds to eligible graduate students at the University of Idaho for workshops, programs, and short courses.

Eligibility and Definitions

Eligibility:

- Any current graduate student enrolled at the University of Idaho is eligible for the GPSA Workshop award.
- The workshop, program, or short course (hereafter referred to collectively as a “project”) must be verified by the applicable department(s) as material not currently available.
- The applicant must have faculty sponsorship.
- Preference will be given to proposals that benefit students from more than one department.
- Order of preference for proposals will be to workshops, programs, and then short courses.
- Projects should accommodate at least 25 graduate and/or professional students.
- An individual may receive one grant per academic year.
- Members of the TEGA committee are eligible to submit an application; however, they must excuse themselves from committee participation for that award period.
- Application packet must be submitted in full by the submission deadline.
- Submitting an application does not guarantee funding.

Definitions:

**Workshop:** A discussion group, or the like, that emphasizes exchange of ideas and whose focus is on the demonstration of techniques and skills discussed.

**Program:** A discussion group, or the like, that emphasizes the exchange of ideas; however, it does not rely heavily on demonstrated application of techniques.

**Short Course:** A discussion group, or the like, that emphasizes the exchange of ideas and does not rely on demonstrated application of techniques. This may also be in the form of a lecture or seminar.
Submission, Selection, and Notification

Submission

Applications will be submitted to the TEGA Committee no later than 4:30 p.m. on the sixth Thursday of each semester to the GPSA drop box in Morrill Hall RM 202. When the sixth Thursday is a holiday then the proposals will be collected the following work day.

An electronic submission, i.e. a single pdf, with all appropriate signatures may be submitted to the TEGA Committee Chair no later than the stated deadline. See TEGA Committee Chair on the GPSA contacts web page (http://webpages.uidaho.edu/gpsa/contacts.htm).

All grants compete with each other for a possible award of up to $1500. If awarded a grant the student has the remainder of the academic year to complete their project. If awarded in the fall semester the student has until the end of the spring semester of the academic calendar to complete the project. If awarded in the spring semester the student only has that semester to complete the project.

Selection Process

Preliminary Evaluation

The Committee will meet for a preliminary evaluation of all proposals within one week of the deadline. Should any additional information be required from the applicant, the applicant will have 5 working days from the date of written (email) notification to make those changes and resubmit to the committee. Only those pages that require revision are to be returned to the Committee. If additional revisions are made, the proposal will be disqualified.

The TEGA Committee reserves the right to disqualify any proposals that do not meet these guidelines. All proposals will be considered on a competitive basis.

TEGA Committee Selection Board

If no further information is needed, the TEGA Committee will make a selection within 3 weeks of the submission deadline.

If an external review is needed, the committee will allow for 5 working days for their evaluation and then reconvene within 5 working days from receiving the external reviewer’s results. If the external reviewer’s fail to return their results within 5 working days the TEGA Committee reserves the right to make a decision by vote. Two-thirds of the TEGA committee must be present to approve the awardees. If there is a tie among the committee then the tie-breaker vote will be cast by the GPSA President or Vice-President in the President’s stead.

Results will be announced to the applicants via email within three weeks of the submission deadline.
Selection Criteria

Applications will be screened based on eligibility criteria. Applications not meeting eligibility criteria may be disqualified.

Applications will be ordered based on the following criteria.

1. Number of departments that are impacted.
2. Type of program (workshop, program, or short course, in that order)
3. Number of students impacted.
4. Number of faculty sponsors.

Applications will be selected based on their ordered rank.

If there is a tie, the Committee may send the applications out for an External Review.

External Reviews

An external review will consist of one faculty, staff or professional (who is an expert in the subject matter) and two graduate students (one inside and one outside of the applicant’s department). Each proposal will be evaluated on the following: non-availability, impact, merit, significance, and overall proposal quality. The committee reserves the right to seek external review of the proposal when necessary.

The Committee will then rank the proposals based on their ordered rank and external review rank. The application with the highest rank will be selected.

Notification

The TEGA Committee Chair will acknowledge receipt of application via email.

The TEGA Committee Chair will notify the applicants if an External Review is needed.

The TEGA Committee Chair will notify the applicant that is selected for the grant and notify the applicants that were not selected and why they were not selected.

Format

Workshop Grant Proposal Format

The Committee is not obligated to consider any proposals that do not conform to the following proposal format. Should an applicant need to deviate from the specified format, a written statement describing the extent of the deviation and giving the reasons for it must accompany the proposal. Use single spacing and a 12 pt. font with one-inch margins. Extra materials will not be considered or evaluated. The following is a checklist of sections that must be provided in the proposal packet:
Proposal Checklist

Grant Application Form

- Personal Information
- Proposal Information
- Department and Faculty Information
- Budget
  - Travel expenses
  - Lodging
  - Per diem for instructor
  - Salary for instructor
  - Other expenses
  - External funds
- Verification

Description of Proposal Sections

Grant Application Form:

Section A: Personal Information

Section B: Proposal Information

Amount of grant requested: Amount can be up to either $1,000 or $1,500. Applications will only be considered with applications in the same award category (either $1,000 or $1,500).

Type of Program: Classify as a workshop, program or short course (see definitions above).

Proposal title: A short descriptive title as to the services being delivered.

Expected date, time and location: Can be any time after the award and before the end of the academic year.

Impact: Number of departments and graduate students expected to attend.

Statement of Need: No more than two double spaced pages. This should at a minimum concisely state:

1. The main need of the proposal, i.e. what is the identified gap in the educational needs of those who will attend.
2. A brief description of the project.
3. How will this further learning for those who attend?
4. What is the desired outcome of project?
5. How will you measure its success?
6. Name and organization of instructor.

Section C: Department and Faculty Information

Department Certification of Non-Availability: The Department Chair must certify that the service/material is not currently provided at the University of Idaho.

Faculty Sponsor: The applicant must have a Faculty Sponsor that will provide oversight of the project.

Outside Departmental Concurrence: Preference will be given to those projects that impact more than one department.

Faculty Support: Preference will be given to those projects that receive support from multiple Faculty members.

Section D: Budget

Funds awarded will only be used for the proposal described in Section B and any unused funds will be returned to the GPSA TEGA Committee.

An anticipated budget will be turned in with the application. Funds will be dispersed after the award has been granted.

The applicant will indicate if they are receiving any outside funding and if so the amount and source.

No later than 30 days after the event the student will have to reconcile their account by turning in an actual budget with all receipts.

Section E: Verification

The applicant will verify the information in the application is accurate to the best of their knowledge and the funds will be used for this proposal, and all unused funds will be returned to the GPSA TEGA Committee.

Committee Allocation of Funds

The Committee will assign a ranking based upon selection the criteria and adjust it if an external review is needed. Final funding decisions will be primarily based on proposal ranking; however, the committee reserves the right to include other factors in its funding decisions and to disqualify proposals for poor quality based on the reviewer’s scores. The Committee may require modifications in the budget as a condition of funding. Strong proposals, in terms of the rankings during the evaluation process, will be given greatest consideration for funding.

RESPONSIBILITIES OF GRANT RECIPIENTS

Applicants for monies allocated by the Committee are expected to adhere to the highest professional and ethical standards in the conduct of their project.
**Equipment (Capital Outlay)**

Any equipment, or capital outlay (including but not limited to cameras, printers, or computers) purchased under TEGA grants are the property of University of Idaho unless otherwise stated in the acceptance letter and must be returned upon completion of the project.

**Award Progress**

Grant recipients are required to keep the Committee informed of the progress and results of the workshop, program or short course funded through the submission of reports as described below:

1. **Progress Reporting:** Grant recipients must submit *progress reports* during the funding period. Simple, clear, and non-technical language is required. Grant recipients are required to keep the TEGA Committee informed of their progress.

2. **Advertising of project:** All grant recipients are required to submit advertisements soliciting student participation to the Committee chair to be dispersed to all graduate students by the GPSA President. Solicitation for student participation in the project must include all graduate students at the University of Idaho. Other students, staff and faculty are eligible to attend the workshops but priority will be given to graduate students.

3. **Final Report:** All grant recipients must submit a *final report* after the project is complete. The final report must be submitted electronically to the Chair of the TEGA Committee no more than thirty days after the completion of the event. In the event that a final report is not received, a hold may be placed on the student’s records. The final report for the original grant must be submitted before the grant recipient will be eligible to apply for a new grant.

The final report must follow the outline below.

1. **Cover page:** Identify the proposal title, award number, and awardee’s name.
2. **Impact:** Actual number of participants and associated departments.
3. **Actual date, time and location of the event.**
4. **Discussion of results (2 pages max):** What was the objective of the project, what were the criteria that you used to measure success and were the objectives meet?
5. **Would you recommend the instructor, organization, and project again?**
6. **Final budget:** Submit a final budget that details project expenditures.

**Request for Extension of Time**

If a funded project will not be completed by the end of the funding period, the grant recipient(s) must submit a written request for an extension of time through the TEGA Committee. This request must be
submitted 30 days before the end of the funding period and must include: (1) a brief description of the completed work, (2) a brief description of the work yet to be completed, and (3) a new proposed completion date. Requests for extension may be approved by two-thirds vote of the Committee. No funds may be expended after the end date of the funding period, unless a request for an extension of the funding period is submitted and approved.

Request for topic or budgetary shift

Any change in topic or budgetary shift of more than 15% requires a formal written request through the TEGA Committee that includes a full description of the requested changes and reasons for the changes.

Publications, Productions, and/or Exhibitions

Grant recipients are required to submit to the Committee one copy of any publication resulting from the program funded by the Committee. In addition, any publications, production, or exhibition arising from research conducted with funds awarded by the Committee must carry or display the following acknowledgment:

"This research was (partially) supported by Grant No. ____ from the Graduate and Professional Student Association Workshop Grant Program at the University of Idaho, Moscow, ID."

Application Forms

Below are the required Checklist (p. 9) and the Application Form (starting on p. 10). Submission information follows these forms (p. 15).
GPSA REQUEST FOR PROPOSAL Checklist

Name of Applicant: ___________________________  Date: __________________

College: ______________________  Department: ________________________________

Name of Proposal: _______________________________________________________

Application:

☐ RFP Checklist

☐ RFP Application Form
  
  ☐ Personal Information
  
  ☐ Proposal Information
    ▪ Description of the workshop, program, or short course
    ▪ Statement of Need
    ▪ Student Impact
  
  ☐ Department and Faculty Information
    ▪ Departmental verification of non-availability
  
  ☐ Budget
    ▪ Travel expenses
    ▪ Lodging
    ▪ Per diem for instructor
    ▪ Salary for instructor
    ▪ Other expenses
    ▪ External funds
  
  ☐ Verification
GPSA REQUEST FOR PROPOSAL APPLICATION

A: Personal Information

Name:____________________________________ Date:________________________________

Vandal ID:___________ Email:____________________ Phone:____________________

Address:________________________ City:_________ State:____ Zip:________

College:________________________ Department:________________________

Department Chair:____________________ Phone number:____________________

Major Advisor:____________________ Phone number:____________________

Faculty Sponsor:____________________ Phone number:____________________

Department Secretary:__________________ Phone number:____________________

B: Proposal Information

Amount of request: $1,500______ Other (indicate how much)______

Type of program: Workshop______ Program_______ Short Course______

Proposal Title:____________________________________________________________

Expected date and time of service:________________________

Expected Location of Service:_____________________________________________

Impact: The proposal will accommodate _______ (number of) graduate students across ______ (number of) departments.

Statement of Need (no more than two pages):
C: Department and Faculty Information

Department Certification of Non-Availability

I ______________________________ certify that the service(s) listed in section B of this application are currently not available at the University of Idaho and such service(s) will add to the academic enhancement of those students in the department of __________________________ as of ________________ (date).

Signature of Department Chair:__________________________________________

Faculty Sponsor

I ______________________________ certify that I am the Faculty Sponsor for the applicant listed in section A and will provide academic oversight for the service(s) listed in section B of this application.

Signature of Faculty Sponsor:__________________________________________

Outside Departmental Concurrence (Optional):

Department:________________________ Department Chair:_______________________

Signature:________________________ Date:________________________

Department:________________________ Department Chair:_______________________

Signature:________________________ Date:________________________

Faculty Support

Department:________________________ Faculty Member:________________________

Signature:________________________ Date:________________________

Department:________________________ Faculty Member:________________________

Signature:________________________ Date:________________________

Department:________________________ Faculty Member:________________________

Signature:________________________ Date:________________________

Department:________________________ Faculty Member:________________________

Signature:________________________ Date:________________________
## D. Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Anticipated Amount</th>
<th>Actual Amount</th>
<th>Details</th>
</tr>
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<tbody>
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<td>Travel</td>
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<td></td>
<td></td>
<td>Taxi/bus/train</td>
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<td></td>
<td></td>
<td>Airfare</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gas ($0.445/mile)</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
<td>$30 per day</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Detail out and provide receipts</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Will you be receiving outside funding? Yes____ No____

If yes, list source and amount: __________________________________________________________

____________________________________________________________________________________
E. Verification

I verify that the information in this application is accurate to the best of my knowledge and the funds will only be used for this proposal, furthermore any unused funds will be returned to the GPSA RFP.

Applicant Signature:_____________________________ Date:______________________

TEGA Committee’s use

Date Received:______________ Date email sent to acknowledge receipt:______________

Does the applicant meet the eligibility criteria? Yes_____ No_____

If No, why:________________________________________________________________

Was further information needed? Yes _____ No_____

If Yes, what was needed:________________________________________________________________

What was the date an email was sent to receive the needed information? ______________

When was the needed information returned to the committee?_____________________

Was it sufficient to continue? Yes_____ No_____ if no why_________________________

Score:

Number of Departments impacted :_____

Workshop (6), program (4), short course (2) :_____

Number of students impacted :_____

Number of faculty sponsors :_____

Total :_____

Rank:_____

External review (if needed) :_____

New Rank:_____

Was grant awarded? Yes_____ No_____ 

If Yes, date sent:_____________________

If no, why:________________________________________________________________

____________________________________________________________________________

Date sent:_____

rev 9/13/12
TEGA Committee members:

Name:______________________ Signature:_______________________ Date:_________

Name:______________________ Signature:_______________________ Date:_________

Name:______________________ Signature:_______________________ Date:_________

Name:______________________ Signature:_______________________ Date:_________

Name:______________________ Signature:_______________________ Date:_________

Name:______________________ Signature:_______________________ Date:_________

Chair:___________________ Signature:_______________________ Date:_________

GPSA President or Vice-President:

___________________________ Signature:_______________________ Date:_________
Submit to:

Applications will be submitted to the TEGA Committee no later than 4:30 p.m. on the sixth (6th) Thursday of each semester at the GPSA Dropbox, Morrill Hall RM 202. When the sixth Thursday is a holiday then the proposals will be collected the following work day.

An electronic submission, in the form of a single .pdf document, with all appropriate signatures may be submitted to the RFP Committee Chair no later than the stated deadline. Send submissions or questions to the TEGA Committee Chair, listed on the GPSA contact page at [http://webpages.uidaho.edu/gpsa/contacts.htm](http://webpages.uidaho.edu/gpsa/contacts.htm).