BALDWIN WISCONSIN IDEA
SEED PROJECT GRANTS

The Ira and Ineva Reilly Baldwin Wisconsin Idea Endowment (https://provost.wisc.edu/baldwin-wisconsin-idea-endowment/) is a competitive grant program that fosters public engagement and the advancement of the Wisconsin Idea (https://www.wisc.edu/wisconsin-idea/), the notion that the knowledge and solutions generated at UW-Madison will benefit the people of Wisconsin, the nation, and the world.

The Baldwin Wisconsin Idea Seed Project Grants are one type of grant provided through the Baldwin Wisconsin Idea Endowment.

Seed Projects often seek to explore or expand new dimensions of existing translational outreach, community-based, and research and public engagement activities. Seed Projects are animated by innovative ideas and are shaped by the priorities, needs, and interests of the communities they serve.

ELIGIBILITY

All UW-Madison faculty, staff, and students are eligible to apply.

Important notes for students: Undergraduate students are strongly encouraged to consider applying for the Morgridge Center for Public Service Wisconsin Idea Fellowships as an alternative to the Baldwin grants. https://morgridge.wisc.edu/students/wisconsin-idea-fellowships/

However, all student grant proposals submitted to the Baldwin Committee will receive full consideration. Students must have a co-project leader who is a faculty or staff member, as that faculty or staff member’s home unit will be responsible for managing the Baldwin grant funds, if awarded. The faculty or staff member who is working with the student on a proposal must be the individual who registers in the online proposal system and submits the seed grant proposal.

SEED PROJECT CRITERIA AND FUNDING

Seed Project Grants are designed to enable smaller projects or preliminary efforts to foster innovation and experimentation. The grants are not intended to fund conference attendance or professional development activities.

PROPOSAL DEADLINE

November 11, 2019
Proposal due via the online proposal system. (Chairs must advance approved proposals to dean’s office by Nov. 18, and dean’s offices must advance approved proposals by Dec. 6, 2019.)

TIMELINE

November 11, 2019
Proposals due via the online proposal system
End of January 2020
Applicants notified of proposal status

CONTACT

Eden Inoway-Ronnie
Chief of Staff,
Baldwin WI Idea Endowment Grant Coordinator,
Office of the Provost
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608-265-5975
The number of projects funded each year is determined by the annual income from the Baldwin Wisconsin Idea Endowment.

- **Funding Range:** Up to $4000
- **Project Start Date:** On or after July 1, 2020
- **Project Duration:** Variable, but typically one year

### SUBMIT PROPOSALS ONLINE

All proposal components must be submitted via the online proposal system (Net ID and password required).

### SUBMISSION PROCESS AND GUIDELINES

#### PROPOSAL SUBMISSION PROCESS

**Step 1:** Develop a proposal including a budget.

**Step 2:** Submit a proposal by November 11, 2019 via the online proposal system: [https://go.wisc.edu/22642j](https://go.wisc.edu/22642j) using your Net ID and password. Once logged into the system, click on “Submit a Proposal” in the menu bar and then select “Baldwin Grant Seed Project Proposal, 2019-20.”

Proposals must include a brief project title, proposal abstract and required proposal information. All materials must be submitted online.

**Step 3:** Applicants should submit proposals to their department chair or unit director via the online proposal system for approval. If an applicant’s unit is not departmentalized (e.g., School of Nursing), the proposal should be submitted directly to the dean’s office. For seed projects that require a department chair’s approval, the deadline for approval by the department chair is November 18, 2019.

**Step 4:** Once approved by the department chair or unit director, proposals should be routed, via the online proposal system, to the designated dean for approval. For seed proposals that go directly to the dean’s office or those reviewed and advanced from the department level, the approval deadline at the dean level is December 6, 2019.

Applicants should check the approval status of their proposals in the online system. Applicants are responsible for securing approval of their proposals by their department chairs/unit directors and deans.

**Step 5:** Receive notification of proposal status. Target notification date: end of January 2020. In rare circumstances, a Seed Project Grant applicant may be asked to submit additional information before a final selection is made.

Please direct questions regarding the submission process to Sheila Voss in the Office of the Provost ([sheila.voss@wisc.edu](mailto:sheila.voss@wisc.edu)).

### PROPOSAL GUIDELINES
LENGTH
A Seed Project Grant proposal should not exceed two pages in PDF form (including budget request).

GENERAL GUIDELINES

☐ Articulate clear goals and objectives. Use clear and concise language.
☐ Thoroughly describe the project activities.
☐ Demonstrate that an external partner is poised to collaborate.
☐ Reference evidence that links these activities to the expected outcomes.
☐ If available, describe preliminary evaluation results in order to demonstrate anticipated project outcomes.
☐ Describe intended outcome and impact, including how this impact will be measured and communicated.

REQUIRED CATEGORIES
The sections described below are required content in the online proposal form (Program Plan and Objectives; Intended Audience, Partner(s) and Anticipated Outcomes; Time Frame, Location and Personnel; Budget). Individuals are encouraged to prepare text prior to completing the online form.

Program Plan and Objectives

☐ Describe the problem or opportunity to be addressed.
☐ Describe your goals and objectives and explain the methods, techniques and formats.
☐ Explain how this project is transferring knowledge and expertise from your unit (and potentially vice versa).
☐ Include a statement of how this project is a new initiative or is a new dimension to an existing activity.

Intended Audience, Partner(s) and Anticipated Outcomes

☐ Describe the audience that will be served and engaged with, and how the audience will benefit from the project.
☐ Identify partnering organizations and co-sponsors (including in-kind support and/or financial support) and explain how they will be involved in the project.

Time Frame, Location and Personnel

☐ Describe the project timeline and where the activity(s)/program(s) will take place.
☐ List the name, title, affiliation and one-sentence description of the role of key personnel.
☐ May include faculty, staff, PA/TA or student hourly support

Budget
Provide in narrative or table format. There is no need to fill out a Budget Request Summary Form.
FINAL REPORT GUIDELINES

All Baldwin Wisconsin Idea Endowment grant recipients – for both Project Grants and Seed Project Grants – are required to submit a final report in their final year of funding.

**Final reports are due every year on August 15** for grants that end by June 30 of the current year. The reports should be emailed to Eden Inoway-Ronnie, Baldwin WI Idea Endowment Coordinator, eden.inowayronnie@wisc.edu. Please use the appropriate subject heading for your email: Baldwin Seed Project Final Report for {insert your grant title}

**Failure to complete a final Baldwin report may be taken into consideration in future Baldwin grant competitions.**

Final reports should be no longer than 5 pages, organized as outlined below:

1. Project title
2. Project leader(s): name, title, department
3. Project duration (e.g., fall 2019– spring 2020)
4. Approved budget.
5. Project accomplishments (the following are suggestions for content): Describe how you met your program plan and objectives. Please be as specific as possible, such as indicating numbers of programs or activities offered, where the programs took place, and number of audience members or clientele served. Briefly describe how this project benefited the communities served. This summary may be used for the annual report to the UW Foundation.
6. Fiscal commitments: Report matching funds, gifts, grants, sponsorships or other program revenue from fees and other sources that have resulted from your project.
7. Project continuation (if applicable): Describe ongoing activities that will result from the efforts of your project (e.g., project continued through other funding sources, new program initiatives, etc.)
8. Please indicate in your final report that you have submitted a description of your project in the Wisconsin Idea in Action Database. See below for more details.

WISCONSIN IDEA IN ACTION DATABASE

If your project involves activities in Wisconsin, please be sure that it is documented in the campus Wisconsin Idea in Action database/website. This site helps campus document how and where your education, research, clinical or outreach programs significantly involved Wisconsin citizens in tangible ways, and how that work is making an impact.

Please go to https://wisconsinidea.wisc.edu/ and click on “Login” or “Register” in the upper right corner of the page. Once logged in, click on “+Add a Project.”