2018-19 Connect and Collaborate Grants Program
Call for Letters of Intent

**Purpose.** The Program incentivizes OSU-community teams to develop and grow meaningful partnerships that catalyze engaged teaching, research, and service programs with measurable and sustainable benefits to the community while advancing the strategic and scholarly goals of the university.

**Grant Program Stages.** The Program is a stage-gate process consisting of a Letter of Intent (LOI), pre-proposal, and full-proposal development by the applicant team, a Steering Committee, and a project development mentor. The Steering Committee and mentor contribute targeted networking and program development expertise. Working with a Steering Committee and mentor to deliver a final proposal is a required activity for all selected pre-proposals.

**Funders:** The Program is overseen and funded by the Stewardship Partners. The Partners establish priority focus areas; select proposals based on interest and merit; and contribute to the pool of grant funds awarded to full proposals that address their organization’s priority areas. Organizations participating include: The Columbus Foundation; Greater Columbus Arts Council; Ohio Arts Council; United Way of Central Ohio; Center for Clinical and Translational Science (CCTS); Chronic Brain Injury (CBI) Discovery Theme; Corporate Engagement Office; Initiative for Food and AgriCultural Transformation (InFACT) Discovery Theme; Office of Energy and Environment/Sustainable and Resilient Economy Discovery Theme; Office of International Affairs – Global Gateways and Global One Health Initiative (GOHi); Office of Outreach and Engagement; Office of Research – Industry Liaison Office (ILO); Office of Undergraduate Education – Office of Service-Learning; OSU Extension; and OSU Wexner Medical Center.

**Funding Focus Areas.** Priority will be given to proposals aligning with one or more of the following areas:

- Community and Economic Development
- Education and Workforce Development
- Energy and Environment
- Food Production and Security
- Global Gateways
- Health and Wellness
- Humanities and the Arts
- One Health
- Smart Communities
- Research, Development and Commercialization

Additional information on specific interests of Stewardship Partners is available [here](#).

**Teams.** Proposals must include at least one external public/private sector community partner. Partners are classified as follows: For Profit organizations, which exist in communities primarily to make a profit; Non-profit organizations, which exist primarily to provide a service to the community; and Non-OSU Universities, Colleges, and Schools. Programs are desirable that leverage OSU units and partnerships outside of the Columbus campus such as OSU regional campuses, OSU Extension offices, OSU Centers and Institutes and regional hospital partnerships.

Some Stewardship Partners have additional team requirements.
Program Overview

- **Submission Process.** Eligible applicants are invited to submit a LOI that captures the essentials of the proposal using the [template](#) provided.

- **Eligibility.** LOI must be submitted by current Ohio State faculty or staff with PI status who will serve as the point of contact for communication with Connect and Collaborate and their team members during the grant program process. Final, awarded projects may have multiple leads.

- **Proposed Program Stage.** Program development occurs in three basic stages – Design, Implementation, and Expansion. Programs at or between these stages are eligible. Funding requests should be for projects that are the next logical step in advancing a program and should be commensurate with the scope and scale of the project. Proposed activities should fall within the following program development stages:
  
  o **Design:** Programs that are beginning with a focus on proof that the program concept has merit in terms of both value to the community and scholarship. In this stage, the needs of target population groups and program requirements are identified, program goals consistent with the missions of the university and program partners are specified, and a program that can meet these goals is crafted and assessed for value creation.

  o **Implementation:** In this stage, the initial focus is on a successful launch, then running the program in a formal fashion, but with a continual focus on improvement. New opportunities and challenges will arise – often requiring the rethinking of the program model, which will require a return to assessment activities such as feasibility and marketing studies. The outcome of implementation is an established program where products or services have come to fruition with their value reinforced through evidence of impact and demand.

  o **Expansion:** Expansion grants support scale-up or strengthening a proven program’s infrastructure and capacity to produce greater impacts. The goal of expansion is to add new products or services for existing customers or expand existing offerings into new geographic regions or target populations. Because expansion ‘breaks new ground’ it requires planning, research, and validation of new features, which should be complementary to existing experiences and capabilities, while building on the tried and true foundation established during the implementation phase.

- **Awards and Funding.** The call for Connect and Collaborate Grants will be offered once a year with solicitations for LOI released in September. In 2017-18 the program awarded approximately $570,000 in grants and expects to award a similar amount this year with a maximum grant award of up to $70,000. Grant funds will be made available on a competitive basis. Duration of funding can be up to two years from the date the project is funded. Teams must plan to spend all grant funds during the specified grant period. Funds will be available no later than May 2019, but could be available earlier if full proposal/plan development is completed before the April 15, 2019 due date. The anticipated project timeline for grants awarded this year is May 1, 2019 – April 30, 2021.
• **Use of Funds.** Funds may not be used for capital improvements. Otherwise, there are no restrictions. Examples of fund use include, but are not limited to, operating costs, faculty, staff, student, and community partner support.

• **Required Cost Share.** Proposals must identify cost share at a minimum of 50% of the award amount being requested. At least half of the cost share must be cash (25% of award). Cash is defined as discretionary money that can be directly used to purchase goods and services, internal or external to the University, in support of the project. The remainder of the cost share can be in-kind contributions, a form of giving assets to the project in which goods and services are donated instead of cash.

**Selection and Timeline**

• **Selection Process.** LOI will be considered based on alignment with Funding Focus Areas and funding priorities of the Stewardship Partners. Teams whose LOI are selected will be invited to submit a pre-proposal (due Dec. 4). Pre-proposals will be considered on merit in addition to funding priorities of the Stewardship Partners. The highest scoring teams will be invited to present their pre-proposal to the Stewardship Partners (Jan. 29). Following presentations, the Stewardship Partners will select pre-proposals to advance to the full proposal development stage.

• Applicants will need to set aside sufficient staff time for full proposal completion. See Award Timeline for information about expected time commitments. General completion dates are provided but full proposal completion and grant awards may be expedited. Full proposals require final approval from the Stewardship Partners for funding to be released.

• **Award Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>Sep. 5, 2018</td>
<td>Call for LOI opens</td>
</tr>
<tr>
<td>Sep. 13, 2018</td>
<td>10:00-11:00 am Information session at The Research Commons at 18th Avenue Library</td>
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<tr>
<td>Oct. 2, 2018</td>
<td>5:00 PM LOI submissions due</td>
</tr>
<tr>
<td>Oct. 19, 2018</td>
<td>Teams selected based on LOI are invited to submit pre-proposals</td>
</tr>
<tr>
<td>Oct. 23, 2018</td>
<td>10:00-11:00 am Information session at The Research Commons at 18th Avenue Library</td>
</tr>
<tr>
<td>Dec. 4, 2018</td>
<td>5:00 PM Pre-proposal submissions due</td>
</tr>
<tr>
<td>Jan. 16, 2019</td>
<td>Top tier pre-proposal teams invited to present to the Stewardship Partners</td>
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<tr>
<td>Jan. 29, 2019</td>
<td>Presentation of top tier pre-proposals to Stewardship Partners</td>
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<tr>
<td>Feb. 14, 2019</td>
<td>Teams selected based on pre-proposals are advanced to full proposal stage</td>
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<tr>
<td>Feb. 20, 2019</td>
<td>9:00-noon Information session at The Research Commons at 18th Avenue Library</td>
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<tr>
<td>Week of Feb. 25, 2019</td>
<td>Meeting 1: Development Team (Applicant Team, Steering Committee, Mentor)</td>
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<td>Week of Mar. 4, 2019</td>
<td>Meeting 2 – Development Team</td>
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<td>Week of Mar. 18, 2019</td>
<td>Meeting 3 – Development Team</td>
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<td>Week of Mar. 25, 2019</td>
<td>Meeting 4 – Development Team</td>
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<td>Week of Apr. 1, 2019</td>
<td>Meeting 5 – Development Team</td>
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<td>Week of Apr. 8, 2019</td>
<td>Meeting 6 – Development Team</td>
</tr>
<tr>
<td>Apr. 15, 2019</td>
<td>5:00 PM Full proposals due</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>Awards made</td>
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<tr>
<td>May 13, 2019</td>
<td>Funds available</td>
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Application Instructions

A complete LOI application package consists of three sections: 1) a cover page, 2) narrative, and 3) up to three vitae/resumes of team members, no more than one page each. It is highly desired that one vitae/resume be from an external partner. Use this template to compose the LOI application.

Letter of Intent Application. As specified in the 2018-19 Letter of Intent Template, the following information is required:

Cover Page (Sections 1-7) – One Page
1. Proposal Title
2. Single Point of Contact Information
3. Program Stage (Design, Implementation, or Expansion)
4. Funding Focus Area Alignment
5. Geographic Focus
6. Type of Community Partners (For Profit; Non-profit; non-OSU Universities, Colleges and Schools)
7. Executive Summary (250-word limit)

Narrative (Sections 8-12) – One Page
8. Statement of Challenge/Opportunity
9. Approach
10. Value Proposition
11. Team Members, Internal and External (Table)
12. Budget (Table)

Vitae/Resumes – One Page per Vitae/Resume (A Maximum of 3 Vitae/Resumes)
A. Name
B. College / Unit / Organization
C. Relevant Activity.
   Briefly document relevant community engagement activity over the past (approximately 5) years.
   • Publications, Reports, Presentations, etc.
   • Funding History (Grants, etc.)
   • Evidence of partnership programs (Narrative)

The cover page, narrative, and vitae/resumes must be typed in 11-point Arial or Calibri font, single-line spacing with 1-inch page margins. Charts, tables, and graphics may be used in the narrative but will be included as part of the one-page limit. Do not use a table of contents page or divider pages.

NOTE: LOI submissions exceeding the page limits will not be eligible.

The complete application package, consisting of the cover page, narrative, and vitae/resumes must be submitted as a single PDF document to engage@osu.edu no later than 5 p.m. on Tue., Oct. 2, 2018.