



AGRICULTURAL EXPERIMENT STATION
MINI-GRANT PROGRAM
REQUEST FOR PROPOSALS

(Proposal Submission Due Date: Friday, November 18, 2011)

About the Agricultural Experiment Station: The mission of the Agricultural Experiment Station (AES) is to improve the quality of life for the residents of our nation's capital through relevant, well-designed implemented research, investigations, and experiments leading to the effective resolution of issues deemed specific and critical to the District of Columbia. As our institution is a member of the nation's land-grant system, the Station participates on regional and multi-state research and outreach teams to contribute to the resolution of issues affecting individuals across the United States and abroad.

Purpose of Mini-Grant Program: The purpose of the AES Mini-Grant Program is to promote innovative research, educational and service projects focused on urban issues. As a broad based service oriented research program, this mini-grant opportunity encourages multi- disciplinary and interdisciplinary initiatives. Collaboration among the faculty of the various disciplines across campus is encouraged. This program offers an opportunity for faculty to engage in multi- and inter-disciplinary research, educational and service/outreach projects while providing students with an opportunity for learning and skill development. Additionally, through this program, AES provides opportunities for faculty and students to "*Do Something*" that will contribute to the quality of life for residents of the District of Columbia.

Proposal Requirements: The Agricultural Experiment Station is requesting creative multi-and/or inter-disciplinary proposals for its Mini-Grant Program. Proposals will need to involve at least two or more of the following disciplines: architecture, architecture landscaping, computer technology, water resources, water quality, engineering, environmental sciences, sustainable water resources, environmental sustainable engineered systems, environmental and social impacts, environmental and resource economics, renewable energy, climate change, nutrition, urban affairs, urban sustainability, urban sustainable agriculture, sustainable health communities and sustainable business initiatives. Proposals should include both faculty and student involvement. All proposed projects are required to demonstrate relevant, student learning/training experiences. Awardees are expected to participate in the annual AES Research Seminar to report on progress, findings and student experiences. The production of a fact sheet(s) for dissemination to the public will be required prior to termination of the project. A termination

report will be required at the close of all approved projects outlining outputs, target audiences, outcomes/impact, and external factors.

Timelines: All proposals are due via electronic submission to Diane Hyman, Associate Director, AES, at dhyman@udc.edu on or before the close of business Friday, November 18, 2011. Mini-Grants will be awarded December 16, 2011. Awardees will be notified electronically. The start date for awarded proposals will be January 4th, 2012. All work shall be completed within 9 months of the project start date. Thus, all Mini-Grants will terminate September 30, 2012.

Funding: There will be four mini-grants awarded at \$6,500 each.

Eligibility: Applicants should be faculty members of the University of the District of Columbia System. The project may include affiliation with a consortium university; however, the principal investigator(s) must be a UDC System faculty member. Students involved in the project must be enrolled and in good standing, at the University.

Format and Content of Mini-Grant Research Proposal: All proposals shall be submitted electronically to Diane Hyman at dhyman@udc.edu on or before the close of business November 18, 2011. Proposals shall include the following contents:

- Title Page
- Summary/Abstract
- Brief Description of the Specific Topic Areas
 - What is to be accomplished?
 - Supportive Data (i.e. verifying information)
 - Approach, Benefit and Impact
- Plan of Operation
 - Project Design (describe how project will be organized)
 - Project Structure (goals, objectives, activities)
 - Detailed Project Description
 - Project Outcomes
 - Evaluation Plan
 - Project Timeline
- Reference / Bibliography Page
- Management Plan
 - Qualifications of key personnel (include vitas/resumes)
 - Project Staffing and Time Commitment
- Specify Budget and Budget Narrative – see attachment (funds **may not** be used for faculty/staff salaries; funds **may** be used for student stipends). The equipment budget is limited to \$2,000.00.
- Provide a short bio for each co-PI to include education, expertise, presentations and publications.

The proposal must clearly and concisely describe the project and show the knowledge of the faculty member's academic discipline, teaching field or areas of professional expertise. The goals, objectives, activities and timelines must be clearly described.

Review Process and Criteria: A Peer Review panel will review and rank all AES Mini-Grant proposals. Feedback will be provided on all proposals submitted. The Panel's ranking and comments will be forwarded to the Director of the Agricultural Experiment Station, Dr. Gloria S. Wyche-Moore, for final approval. Proposals will be evaluated as follows:

- **Significance (50%)**
 - Does the project address important problems and/or issues?
 - What is the impact of the research?
 - How does the study support the mission of CAUSES Agricultural Experiment Station?
- **Approach (20%)**
 - Are the conceptual framework, design, methods, and analyses fully developed, well integrated, and appropriate to project goals?
 - Does the applicant note potential problem areas and offer alternative tactics?
- **Interdisciplinary (10%)**
 - Does the project integrate across at least two or more disciplines and include students from two or more schools or colleges?
- **Innovation (10%)**
 - Does the project employ novel concepts, approaches, or methods?
 - Are its aims original and innovative?
 - Does it challenge existing paradigms or develop new methods or technologies?
- **Investigator (10%)**
 - Are the investigator(s) appropriately trained and suited to carry out the project?
 - Is the work appropriate to researchers' level of experience?

Questions: Questions should be addressed to Diane Hyman, Associate Director, AES at dhyman@udc.edu or (202) 274-7137.

AES ITEMIZED BUDGET FORM

INVESTIGATOR(S): _____

PROJECT: _____

PERSONNEL

Budget Item	Purpose/Activity	Projected Cost
Subtotal:		\$

MATERIALS & SUPPLIES

Budget Item	Purpose/Activity	Projected Cost
Subtotal:		\$

EQUIPMENT*

Budget Item	Purpose/Activity	Projected Cost
Subtotal:		\$

OTHER APPROVED ALLOWABLE RELATED EXPENSES

Budget Item	Purpose/Activity	Projected Cost
Subtotal:		\$

**AES MINI-GRANT
BUDGET NARRATIVE**

PERSONNEL:

MATERIALS AND SUPPLIES:

EQUIPMENT:

OTHER ALLOWABLE RELATED EXPENSES: