



SPRING 2017 REQUEST FOR PROPOSALS

VentureWell awards faculty grants to colleges and universities for the purpose of strengthening existing curricular programs and/or building new courses and programs in invention, innovation, and entrepreneurship. Through these grant funds, VentureWell supports educational courses or programs at the intersection of invention, innovation, and entrepreneurship that lead to the creation and support of student teams working on technology solutions to real-world problems.

FOCUS III – Scaling and Institutionalizing - Pathways premium member institutions

We are pleased to inform you of our inaugural Pathways-only faculty course and program grant cycle. Pathways schools have made excellent progress integrating innovation and entrepreneurship across their campuses. The goal of this Pathways-only grant focus is to provide funding, along with a forum for planning, to help you scale and institutionalize your campus innovation and entrepreneurship ecosystems and potentially the ecosystems of others.

For the purposes of this proposal we offer the following definitions:

- Scaling: Optimizing your approach and existing resources to engage large numbers of students from across one or more university campuses.
- Institutionalization: Putting into place new practices or procedures (e.g., redefining how teaching loads are calculated) or significantly modifying existing practices and procedures such that an innovation is likely to remain in effect and flourish even if the originating local champion(s) were to leave.

We are seeking to fund up to 4 proposals of up to \$30,000, to scale or institutionalize one or more components of your campus innovation and entrepreneurship ecosystem. Special consideration will be given to those proposals that will (1) engage and impact large numbers of students from across multiple disciplines; and (2) demonstrate a team's capacity to execute on the goals as outlined. While collaboration across Pathways schools is not required, it is encouraged; should your proposal include more than one Pathways school, each school on the proposal will be eligible to receive a grant of up to \$30,000.

As part of this proposal you will be required to assemble and engage a team of at least 4 individuals from your campus to design and execute a plan for scaling or institutionalization. This team will attend a one day planning meeting in August, and following the planning meeting,

will attend online peer check-ins periodically, to provide updates on plan execution and seek guidance from peers.

We are looking forward to not only hearing about your creative plans, but also sharing your outcomes. As part of the grant we will therefore engage you in dissemination, which will include (1) completing the final report, which will then form part of white paper of best practices for scaling and institutionalization; (2) sharing your best practices with VentureWell members via webinar as well as at the annual Open conference.

WHO MAY APPLY

This invitation-only opportunity is for Faculty at universities that are **current** Pathways in Innovation premium members.

TIMELINE

May 24, 2017: Proposal deadline (absolutely no extensions will be allowed)

June 30, 2017: Final decisions and notifications made

August 2017: Required planning workshop and funds awarded

HOW TO APPLY

Applications must be submitted using VentureWell's online tool. Anyone on the team may serve as the applicant. ALL proposal deadlines end at 11:59 pm Eastern Time on the specified due date. To start, you'll need to have a VentureWell account. Creating an account is easy, and anyone can do it. To access an existing account or to create a new one, [click here](#). You may start, save, stop, and return to your online proposal at anytime before submitting.

PROPOSAL COMPONENTS

1. Title page. Title of your proposal, Principal Investigators and additional team members (teams of at least 4 are required, including PIs)
2. Narrative. In five pages maximum please describe:
 - a. Your plan to scale and/or institutionalize innovation and entrepreneurship
 - b. Your team members and why they were chosen to assist you with this process
 - c. Additional stakeholders you plan to engage in the process
 - d. Perceived barriers and the levers you might use to overcome them
 - e. How you propose to measure your outcomes
3. Preliminary budget for up to \$30,000. See [Faculty Grant Guidelines](#) for budget template and list of eligible and ineligible expenses.
4. Resumes of PI and additional team members
5. Letter(s) of Support. Letters of support should demonstrate to reviewers that there is ongoing institutional support for your project and/or technical competence and market opportunity in the proposed work. Letters can also serve to verify partnerships discussed in your proposal narrative or verify additional funding to complement the proposed budget.

Verification of Institutional Support

VentureWell requires proof of institutional support of your proposal. The following institutional representatives must verify their support of your proposal by responding to an automated email request from the grants system and entering their initials online. (This process is triggered within the online proposal process). Faculty grant proposals CANNOT be submitted until these required advisors have verified their support. If you have any questions or concerns about this sign-off process, please contact us.

Principal Investigator (PI) The Principal Investigator takes primary responsibility for the proposal and will have overall responsibility for the grant and reporting. Ideally, a tenured or tenure-track faculty and/or staff member serves as the Principal Investigator. Co-PIs are allowed, but one lead PI must be identified. Students may not serve as Principal Investigators.

Administrative Contact (AC) VentureWell defines the Administrative Contact as a grants administrator or fiscal officer authorized to commit the institution to the terms of the grant. Often, the AC is someone in your institution's Office of Sponsored Programs/Research or an administrator able to manage grant funding within a department or school. Principal Investigators, other faculty, and students may not serve as the AC. Applicants should contact their Office of Sponsored Research or the equivalent well ahead of the grant deadline to inform them their intention to submit a proposal. Most universities require a full proposal for administrative review and approval before it can be submitted to VentureWell.

Department Chair (DC) The Department Chair (or equivalent) will need to indicate his/her awareness of and support for your proposal as a demonstration of institutional commitment to the proposal.

Dean of Faculty (DF) The Dean of Faculty (or equivalent) will need to indicate his/her awareness of and support for your proposal as a demonstration of institutional commitment to the proposal.

Review and Notification Process: Proposals will be reviewed by a group of external reviewers against structured criteria. Applicants will be notified of the status of their proposals in late June. If your proposal is successful, you will agree to participate in a workshop in the summer to develop a plan for the institutionalization of your educational innovation. A final budget for use of the supplemental resources will be submitted after the workshop enabling you to allocate resources based on the plan that you develop. Funds will be disbursed in August.

Reporting for Grantees

Reporting requirements will be outlined in the award letter. Principal Investigators for VentureWell grants are prompted via email (once each year) to complete reports online. Failure to submit reports may jeopardize your institution's eligibility for future grants and pending payments. If you receive a grant, reporting deadlines will be detailed in your award letter.

Questions

If you have any questions feel free to contact Patricia Boynton, 413-587-2172 x115 or grants@venturewell.org, or Victoria Matthew at vmatthew@venturewell.org