

# **Guidelines for Heddleson Faculty Grant Proposals**

## **I. Introduction**

The Committee for the selection of the Heddleson Faculty Grant within the College of Human Sciences will solicit proposals in the spring term from faculty for Heddleson professional development experiences.

Overview of Grant Purpose: A longtime employee in the Extension system established this fund to introduce university faculty to extension or community outreach. Proposals from junior faculty, from any of the departments within the college, interested in collaborating or engaging with Human Sciences Extension and Outreach personnel on a new or ongoing project are encouraged to apply. It is the intent of the award to ensure that new faculty are exposed to and incorporated into Extension and Outreach projects in Iowa counties targeted to families.

## **II. Selection Committee Representation**

The committee should include representation as follows, from different departments. (It is suggested that the Helen LeBaron Hilton Fund selection committee be adapted, as noted below, to serve as the Heddleson Faculty Grant selection committee. Helen LeBaron Hilton funds will be selected in the fall and the Heddleson grants will be selected in the fall and spring).

Associate Dean/Prog Dir, Human Sciences Extension and Outreach requests and gathers applications;

Assistant Director for Human Sciences Extension and Outreach serves as chair; Extension and Outreach Faculty Member;

Department Faculty Member (Teaching or Research)

Graduate student

Committee recommendation(s) will be shared with the Dean for approval.

## **III. Use of the Funds**

Funds may be used for travel, program development, implementation, evaluation and/or community-based research. Up to \$5,000 will be available each year for a total of two awards. The grant may be renewed one time. University accounts will be established for each award for a one year period (June - May).

## **IV. Proposal**

### **Submissions**

1. A two to three-page proposal should be submitted by the deadline. The proposal should include the following elements:

- Title page with signature of Department Chair
- Rationale or need
- Objectives/ Projected Outcomes
- Work plan with timeline (two year project proposals should note requirement to submit project report after one year)

- Budget (including support from other sources and in-kind personnel)
- Evaluation plan
- Dissemination plan with timeline

2. A letter of support from collaborators.

One electronic copy of both documents should be submitted to the Chair of the Committee: Marsha Peterson ([marshap@iastate.edu](mailto:marshap@iastate.edu)) by 11:59 p.m. on day of deadline.

### **Review Criteria**

Proposals will be rated on a scale of 1 – 5 (with 5 = highest rating) based on specific criterion:

- Proposal Needs and Rationale (*alignment with Donor's intentions, originality; need for work*)
- Appropriateness of Objectives/Outcomes (*consistent with mission of Human Sciences Extension and Outreach*)
- Feasibility of work plan (*realistic and appropriate*)
- Effectiveness dissemination plan (*includes utilization of Extension and Outreach infrastructure*)
- Budget (*effective use of existing resources*)
- Evaluation plan (*alignment with objectives/outcomes; realistic*)

## **V. Review/Notification Process**

Review of proposals will be completed with notification by Nov. 15 or April 15. Proposals may not be fully funded. Thus, acceptance of the grant is required by Nov. 30 or April 31.

Proposals will be funded for one year. However, a renewal request can be made for a second year of funding. The submission process described for new proposals should be followed.

Non-funded proposals may be resubmitted with a separate sheet describing how proposal was changed to meet reviewers' comments.

## **VI. Final Report**

A final report should be filed electronically by Dec. 31 in the fall, and June 30 in the spring, the year following the award.