

EXCEPTIONAL MERIT GRANTS PROGRAM FOR FACULTY AND STAFF REQUEST FOR PROPOSALS

Proposals Will Be Accepted Until February 27, 2009

The Ferris Foundation, acting under the authority of its Board of Directors, respectfully requests the submission of proposals from those who are interested in pursuing projects that demonstrate exceptional merit in advancing the mission of Ferris State University, which states

“Ferris State University prepares students for successful careers, responsible citizenship, and lifelong learning. Through its many partnerships and its career-oriented, broad-based education, Ferris serves our rapidly changing global economy and society.”

Funds have been established to support projects that represent the innovative and collaborative spirit of Ferris State University, including (but not limited to) the following types of endeavors:

Pilot programs

Matching grant expenses

Research or special projects that involve students

Faculty, and/or other expert participation

Enhancing faculty expertise or funding equipment dedicated to specific programmatic objectives

Grant awards will not exceed \$7,500.00 and are not renewable, however, previously funded projects may be considered by The Foundation. For projects involving animal and/or human subjects, such protocols must be approved by the appropriate University committee (Human Subjects Review Committee and/or Institutional Animal Care and Use Committee) prior to grant approval.

Grant Award Timetable

The Foundation has established the following timetable for the purpose of selecting grant recipients for the 2009–10 academic year:

Proposal Submission Date Deadline	February 27, 2009
Initial Review of Proposals Complete	March 17, 2009
Interviews Complete (applicable only when deemed appropriate)	March 31, 2009
2009–10 Grant Awards Announced	April 6, 2009
Progress Report due	December 4, 2009
Final Report Due	April 30, 2010

Proposals received after February 27, 2009 or not adhering to the guidelines and format below will not be accepted or considered.

Contact

The Request for Proposal form can be found online at www.ferris.edu/htmls/foundation. **The form is electronic and we ask that it be filed electronically.** If you have any questions while filling out the form, please contact Mary Kay MacIver at (231) 591-3739. She will help you through any technical questions.

Proposals, information regarding previous projects, and any questions relating thereto, should be directed to: Kimberly Erickson, The Ferris Foundation, 420 Oak Street, PRK-101, Big Rapids, MI 49307, (231) 591-2365.

Proposal Guidelines and Contents

Proposals must be submitted in electronic format and provide the following information to the extent that it is available:

1. **Grant Application Cover Sheet:** Please use the electronic form; it must be complete and include the proper signatures. **This form is the only sheet that is required to be submitted in hard copy format (not electronically)**
2. **Narrative:** When completing the narrative portion, please be brief and concise.
 - a. A statement of how the project demonstrates exceptional merit in advancing the mission of Ferris State University (maximum 1 page). Include how the project compliments and enhances other efforts on campus and how the project will continue in the future.
 - b. A brief description of the project being proposed and the desired outcomes (maximum 1 page).
 - c. Timeline for project implementation and the names and qualifications of all individuals who are substantially responsible for pursuing the proposal's objectives.
3. **Budget:** A complete project budget which details how grant funds will be used. The budget should also describe the extent to which any additional resources beyond The Foundation's grant are needed and have been committed to the project. If requesting equipment, assess distribution/disposal upon completion of project. **Food and beverage expenses will not be funded and therefore shall be excluded from the amount requested from the Foundation.** For ongoing projects, please include a discussion of financial sustainability of the project or initiative.
4. **Dissemination:** Clearly define a specific two-part dissemination plan. Part one should be your plans to communicate to the campus, community, and other interested parties. Part two should identify your plans to communicate to the Ferris Foundation.
5. **Evaluation:** Projects funded will submit a project progress report, which shall be 2 pages or less, to the Ferris Foundation by December 4, 2009 with the final report due April 30, 2010. Recipients will receive report guidelines after awards are announced.
6. **Protocols:** For projects requiring protocol approval from either the Human Subjects Review Committee or Institutional Animal Care and Use Committee, please include a copy of the approval with your proposal.
7. **Formatting:** All proposals shall be submitted using the attached outline and the responses shall be contained to the space indicated on the page. Please use standard fonts, such as Times New Roman or Arial, keeping the font size to either 10 point or 11 point. All text shall be single spaced, and paragraphs shall be indented. The final proposal should be no longer than 7 pages in length. **Proposals not adhering to these formatting guidelines will not be considered for evaluation.**