

Sanford Innovation and Impact Fund
Request for Proposals
revised 11/01/15

Purpose

The purpose of the Innovation and Impact Fund is to support innovative approaches that increase:

1. Engagement of the Sanford School community with the policy world and with change agents in general, and/or
2. Impact and visibility beyond the academic community of work done by Sanford faculty, students, and staff.

Types of Project

Since the purpose of these funds is, in part, innovation, we expect to fund a wide variety of initiatives that show promise. Proposed projects should show a clear connection to one or both of the above criteria. Priority will be given to projects that cannot be funded through traditional research support funds and to projects for which there are matching funds or potential for future external funding. To clarify, the I&I fund is not meant to function as a traditional research fund. Rather, it is meant to amplify the impact of research Sanford conducts and to shape research through the process of engaging with practitioners and policymakers. Engagement activities may occur on or off campus. There is no set limit on the amount of the grant, which may range from less than \$5,000 to larger grants greater than \$25,000.

If you have questions about whether your project fits with the stated purpose of the I&I Fund, please contact the Fritz Mayer and Ryan Smith prior to writing a proposal (contact info below).

Who Can Apply

Sanford faculty, staff, and students

Applications

Applications should not exceed 6 pages and should include the following:

- Executive Summary, including project title and amount of request
- Applicant's name and affiliation with Sanford
- Description of the project, including a timeline for implementation
- Clear statement of how the proposed project meets the criteria of the fund. How does this project increase engagement, by whom and with whom? How does this project increase the impact and visibility of work done by Sanford? How does this project reflect an innovative approach?
- Evaluation plan, including metrics by which the proposed project's impact will be evaluated
- Budget
- Discussion of other funding sources that might be leveraged for additional funding
- Discussion of whether you can implement the project if only partially funded

Applications should be submitted electronically to Ryan Smith (contact info below).

Additional Requirements for Applicants Seeking a Second Year of Funding

If you are seeking a second year of funding for a project that has already received support from the I&I Fund, your application must also include the following:

- A copy of your report and evaluation on the project's pilot year, which should include an accounting of expenditures.
- An explanation of how you will improve on the project's design in year two based on what you learned through your evaluation of the pilot.
- A detailed plan for how you will continue the project in year three without I&I Funds.

Except in unusual circumstances, we will also expect requests for a second year of funding include, at minimum, a 1:1 match. For example, if you request \$10,000 from the I&I Fund for a second year pilot, you need to identify at least an additional \$10,000 in support from other sources. Projects that receive pilot funds are not guaranteed a second year of support. We currently do not envision the possibility of funding any project for three years.

Application and Review Process

Proposals will be reviewed by a committee, appointed by the Associate Dean of Strategy and Innovation, composed of a minimum of 3 faculty members, 1 staff member, and 1 student. The committee may approve all or part of a proposal, request modifications to a proposal, or reject a proposal. The committee will meet four times a year to evaluate proposals and make decisions.

Deadlines for submitting proposals for this cycle are:

- October 1,
- December 4,
- February 17, and
- April 1.

Larger grant proposals, particularly those that might commit the Sanford School to longer-term obligations, may be referred to the Executive Committee.

Information Sessions

We will hold at least one information session four weeks prior to each of the above due dates. At these hour-long sessions, you may drop in to ask questions and gain clarification on the criteria and application process.

Again, applicants may also email Fritz Mayer and Ryan Smith with questions at any point during the year.

Award Management

Re-budgeting within the basic parameters of the original grant requires no further approval, but the grant recipient should notify the Director of Strategic Initiatives. Use of funds for purposes not included in the original grant is not allowed without first obtaining approval from the Associate Dean. Please submit your request to the Fritz and copy Ryan.

Expenditures in excess of the award amount are not allowed. Any commitment made by the grant recipient resulting in an overdraft will be the recipient's personal responsibility and obligation. Zach Johnson, Director of Budget and Financial Services, will serve as the primary financial manager for all grant funds and will provide grant recipients with the appropriate fund codes.

Evaluation and Reporting

Reports on the outcome of a project should be submitted to the Associate Dean for Strategy and Innovation no later than 60 days after its conclusion. Please copy Ryan on your email when you submit your final report. Such reports should include accounting for expenditures, a description of activities undertaken as part of the project, and evidence of impacts. For projects of longer duration, a short annual report should be submitted to the Associate Dean. These reports are very important because they will allow us to make the case for continued support of the I&I Fund to donors.

Contact Information

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