University of Minnesota
Professional Development Grants for Retirees
Request for Proposals
Deadline: December 13, 2019

The Office of the Vice President for Research, Office of the Provost, and the University of Minnesota Retirees Association (UMRA) are pleased to announce the new cycle of Professional Development Grants for Retirees. These grants support retirees pursuing projects related to their research, instructional, or other work history or new scholarly and/or creative interests and that contribute to the educational, scholarly and academic reputation of the University. The deadline for applications is December 13, 2019.

All faculty members, professional and administrative, and civil service retirees from the Twin Cities and Coordinate Campuses of the University, who will be fully retired by July 1, 2020, and are eligible for University retiree benefits may apply. Projects that might be part of an applicant's ongoing professional activities and proposals for developing new interests are also encouraged. A list of previous awards is available for reference on our website [UMRA.umn.edu, Serving U/Grants for retirees].

Grants of up to $5000 will be awarded. It is expected that the work supported by a grant, even if part of a larger, multi-year undertaking, will be completed within a year's time. Under unusual circumstances, an award period may be extended, with the approval of the chair of the grants committee. Recipients of grants from the previous cycles may apply if they submitted their project report, as required. Such an application must demonstrate significant progress to be funded with other, equally meritorious, applications.

It is preferred that applications be submitted electronically (though paper applications received by December 13 will be accepted).

SUMMARY

An application has 5 parts:

1) **Cover page** to tell us who you are and what department you retired from
2) **Project Description** of up to 3 pages to tell us what you plan to do
3) **Budget** to tell us what the project will cost and how much you are applying for
4) **Resume** to tell us about your professional history
5) **Letter**s from your department agreeing to manage the grant funds and from any collaborators

DETAILS

1) **Cover page - "Application for a Professional Development Grant for Retirees"** and listing:
   a) Applicant's name and University position at retirement
   b) Department and college or unit
   c) Date of Retirement
   d) Date of Submission
   e) Adresses – US Mail and email

f) Title of the project
g) Abstract of no more than 150words
h) Total funds requested (per **Budget** – see below)

2) **Project description** of three pages maximum including:
   a) The work to be undertaken [If the project includes human subjects and/or animals, approval by the appropriate University committee (IRB and/or IACUC) will be required before funds are disbursed.]
   b) The expected outcome and significance of the project
   c) The resources and methods to be employed
   d) The project time line
   e) The relationship of the project to the applicant's professional activities before and/or after retirement
   f) Publication/presentation plans

3) **Budget**- one to two pages detailing and justifying expenditures to be covered by the grant, as well as listing other sources of project support whether from personal resources or other funding agencies (show total funds *requested* on cover page). The total request cannot exceed $5,000. Applicants should justify the budget; the review committee may award smaller amounts than requested if deemed appropriate
   a) Eligible expenses include, but are not limited to, travel and perdiem costs related to conference attendance and research trips, stipends for undergraduate (see below) and/or graduate research assistants, photocopying, and the purchase of books, computers, software, and other materials.
   b) Ineligible expenses include salary for the applicant and overhead charges by the department/unit/college..

4) **Vita or Resume** of no more than two pages

5) **Letters**
   a) from the applicant's home department or unit (chair/head/director or financial officer) agreeing to receive and dispense the grant funds
   b) from any key collaborator.

6) **Special section for "sequential" applicants** (i.e. awardees in the last cycle):

   a) Relationship of current application to previously funded project

   b) Progress on previous project

Undergraduate student research opportunities.

Applicants are encouraged to employ student collaborators in their projects. Students may be employed with no cost to the applicant or the UMRA grant through the following programs.

Undergraduate Research Scholarships (URS) are awarded to talented freshmen honors applicants by the Admission's Office as an incentive to attend the University. The program provides funds for

first and second year students to participate in research and creative projects with a faculty or staff mentor see (https://ugresearch.umn.edu/urs) for more details.

The Undergraduate Research Opportunities Program (UROP) is available for applicants wishing to hire an undergraduate research assistant as part of their project. UROP has agreed to fund the cost of undergraduate research assistants who work with UMRA grantees. For each assistant, UROP will provide a $1,400 stipend plus $300 for expenses, which will be in addition to the award from UMRA.

Grantees are expected to serve as research mentors as well as employers for the students. Interested applicants should contact the UROP Coordinator Vicky Munro [612-625-3853 or munro001@umn.edu] for further details about deadlines, help with attracting assistants, etc.

Applicants planning to explore the UROP option should state their intent in the Project description section of the Professional Development Grants application, along with appropriate explanation.

Submission.

The grant proposal should be submitted electronically by **December 13, 2019** as a **single pdf or doc file** attached to an email with the subject line,**"Professional Development Grant Application,"** to: facgrant@umn.edu;

Paper applications will be accepted if electronic submission is especially difficult. In this case, one copy should be received by the same deadline to: OVPR-Research Advancement, University of Minnesota, 420 Johnston Hall, 101 Pleasant St. SE, Minneapolis, MN 55455.

A committee appointed by UMRA will review applications and make recommendations for funding. In each case, committee members closest to the applicant's field will lead the discussion. Applicants are advised to present their proposals in language understandable by non-specialists.

Awards will be announced in early March, commence on April 1, 2020, and end on June 30, 2021. Within two months following the grant's end date, awardees must submit a final report that describes activities conducted and achievements, including publications and presentations, realized under the terms of the grant, as well as a listing of expenses incurred. The final report should be sent to the OVPR via e-mail at facgrant@umn.edu. All publications or other project outcomes should acknowledge the support provided by the OVPR, Office of Provost and UMRA.

Questions concerning eligibility or other related issues should be directed vial email to the UMRA PDGR Committee chair, Dick Poppele (dick@umn.edu)