

University of Minnesota
Professional Development Grants for Retirees:
Request for Proposals
Deadline: December 15, 2015

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 seventh cycle of Professional Development Grants for Retirees. These grants support retirees pursuing projects related to their research, instructional, or other work history or to new scholarly and/or creative interests and that contribute to the educational, scholarly and academic reputation of the University.

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, 2016, are eligible to apply. Projects 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 new website [umra.umn.edu].

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 15 will be accepted), and should include, in this order:

1. **Cover page** headed "**Application for a Professional Development Grant for Retirees, University of Minnesota,**" and listing:
 - a. The **applicant's name** and **University position** at retirement
 - b. **Department and college or unit**
 - c. **Date** of retirement,
 - d. **Date** of submission
 - e. **Addresses** - U.S. mail and email
 - f. **Title** of the project
 - g. **Abstract** of no more than 150 words
 - 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 timeline
 - e. The relationship of the project to the applicant's professional activities before and/or after retirement
 - f. Publication/presentation plans
3. **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

4. **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 per diem costs related to conference attendance and research trips, stipends for undergraduate (see below for **UROP** option) 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.
5. **Vita** or **Resume** of no more than two pages
6. **Letter** from the applicant's home department or unit (chair/head/director or financial officer) agreeing to receive and dispense the grant funds
7. **Letter** of commitment from any key collaborator

UROP Partnership: A special opportunity is available for applicants wishing to hire an undergraduate research assistant as part of their project. UROP, the Undergraduate Research Opportunities Program (www.urop.umn.edu), 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. UROP students are carefully selected on the basis of their academic performance and their inclination to pursue careers. Applicants are strongly encouraged to take advantage of this opportunity and, if interested, 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 "description of work" section of the Professional Development Grants application, along with appropriate explanation.

The grant proposal should be submitted electronically by **December 15, 2015** as a **single pdf or doc file** attached to an email with the subject line, "**Professional Development Grant Application**," to: facgrant@umn.edu; Office of Research Advancement, University of Minnesota, 420 Johnston Hall, 101 Pleasant St. SE, Minneapolis, MN 55455. Paper applications will be accepted if electronic submission is especially difficult. In this case, one copy should be received by the same deadline to the address given above.

A committee appointed by the Vice President for Research and 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 March 1, 2016, commence on April 1, 2016, and end on June 30, 2017. Within two months following the grant's end date, awardees must submit to the Office of Research Advancement a description of activities conducted and achievements, including publications and presentations, realized under the terms of the grant, and a listing of expenses incurred. All publications or other project outcomes should acknowledge the support provided by the OPR, Office of Provost and UMRA.

Questions concerning eligibility or other related issues should be directed via email to the UMRA Professional Development Grants for Retirees Committee Chair, Janice Hogan [jhogan@umn.edu].