



Research Leadership
in Action Program
UMASS AMHERST
OFFICE OF RESEARCH

Research Leadership in Action

REQUEST FOR PROPOSALS 2008

Introduction and Goals

The *Research Leadership in Action* program is offered under the University of Massachusetts Amherst Vice Provost for Research internal grants program. This program, along with a required matching component (see “Description of Grant Award”), was developed to support full-time, tenure-track and research faculty who are interested in showcasing leadership in their field of research and scholarly activity.

The program is designed as a central support mechanism to encourage faculty to organize and sponsor professional events that can have profound positive impacts on this campus and our research and scholarly endeavors. The program will provide guidance in ensuring success and return on investment for sponsored research activities. Faculty do participate in conferences, symposia and professional meetings but simple participation does not easily translate into research development or funding opportunities. The *Research Leadership in Action* program, which provides faculty the resources, guidance and infrastructure needed to lead such activities on their own campus will maximize their capacity to influence their peers, funding agencies, the public and governmental organizations as well as showcasing the University of Massachusetts Amherst as a world class research and scholarly activity institution.

Purpose and Allowable Use of Funds

The program supports leadership specifically through funding the organization and sponsorship of highly visible events that can have a profound, positive impact on this campus and on our research and scholarly endeavors.

Grants will support results-oriented campus events, such as conferences, professional meetings and performances. These events, intended to be annual, should be designed to bring together researchers, scholars, and funders from other academic institutions, industry, government and the public with goals of:

- **Enhancing** the faculty’s ability to develop sponsored activities;
- **Building** tangible, working ties with external funding sources that expand collaborative opportunities and expand the knowledge base of the discipline;
- **Raising** the campus’ profile as an institution that drives the directions of research and scholarly activity on a national and international level.

These funds may be used to support expenses related to:

- Event planning and production, including hiring event coordination staff;
- Honoraria and travel for speakers;
- Marketing, advertising, and public relations

Expected Research Outcomes

Events should be designed with concrete research outcomes in mind. Expected research outcomes include: proposal submissions; collaborative grants; gifts for research; publications; national and international committee assignments; web-site content, marketing materials, etc.

Description of Grant Awards

Grants up to \$25,000 will be awarded. RLA grants are awarded to faculty for use in growing their research programs and enhancing their scholarly activities. These funds are not intended for general school/college/departmental use. A mandatory 1:1 match must be included, preferably from external sources, as the objective of this program is to build relationships with external funders. An internal match can be made with approval of the recipient's dean/department head and Vice Provost for Research. Registration fees cannot be used as a match. Awards are contingent upon securing sponsors by the stated deadlines. Though funds will not be released until confirmation of the match has been received by the RLA program administrator, a letter of commitment from the Vice Provost will be made available immediately after awards are announced so that RLA grants can be leveraged to get external sponsors.

Eligibility Requirements

Tenure-track faculty and research faculty from the Amherst campus are eligible to apply.

Qualifying Activities include but are not limited to:

- **Conferences** which bring in external collaborators and funders with the purpose identifying, diversifying and/or securing new research based funding;
- **Congresses and Symposia** which leverage the campus' leadership position and focus on influencing the flow of information and direction in the faculty's field of expertise;
- **Workshops** that may result in white papers and bring together potential funding groups in support of new or on-going activities that would lead to multi-institutional projects;
- **Performances** that highlight our talent but have expected outcomes regarding expanding programs
- **Other professional gatherings** including plays, art showings, readings, cultural gatherings;
- **Formation of external advisory boards** that lead to the development of such things as mini-conferences or university/industry programs;
- **Technology days** designed to increase awareness of the campus' applied research and to find markets for the transfer of UMass Amherst technologies.

NOTE: RLA grants are to be used as seed funds to support first-time activities. Programs previously funded by an RLA grant are not eligible to reapply.

Specific Requirements

- The event will be required to take place on the Amherst campus.
- The event must take place within one year of the grant being awarded.
- There is a 1:1 match requirement on funds provided by the program. Only monetary matches will be accepted (unless otherwise negotiated with the Vice Provost) and should be derived from external sources (public agencies and/or private sponsorship). Occasionally, an internal match will be accepted (Deans, Departments and/or faculty RTF or gift accounts) but must be approved by the Vice Provost for Research. Registration fees cannot be used as

a match. Confirmation of matching funds must be sent to the RLA program manager by stated deadlines.

- All awards are contingent on securing sponsors by the designated deadlines.
- Successful applicants will be required to attend a workshop given by the Vice Provost of Research which will address the factors that maximize the successful implementation of professional meetings for research development. They will also be required to work with the Vice Provost's staff in Research Liaison and Development (RLD) on the development and implementation of their proposed activities.
- Print-quality photos (300 dpi+) of your event must be provided to the RLA program administrator for marketing purposes. You may factor professional photography expenses into your budget.
- All event marketing and publicity must credit the Research Leadership in Action Program: UMass Amherst Office of Research as a sponsor. Download the program's logo from the RLA website.
- A final report reflecting on whether or not the funded activity achieved its goals and led to results is required.

Other Recommendations

The use of University Conference Services (UCS) is highly recommended for RLA-sponsored events. Using conference services eases the burden of event logistics for the PI and can help ensure a quality event. Using UCS also provides an efficient means of RLA grant fund administration.

Application, Evaluation and Decision-making Process

The *Research Leadership in Action* program has an open application process. Applications can be downloaded online at www.umass.edu/research/rla/ or contact the Vice Provost's office. Awards will be made twice yearly.

Research Leadership in Action Program Application/Awards Schedule

Awards Cycle	Applications Due	Awards Announced	Match Deadline
Spring	May 1 st , 2009	June 1 st , 2009	September 1 st , 2009
Fall	November 1 st , 2008	December 1 st , 2008	March 1 st , 2009

Applications should be no more than five pages in length. They should provide a basic project description and proposed use of funds and describe how each of the criteria below would be addressed. In addition, submission of a short (2-3 page) curriculum vita is required for each PI. A copy of a sample budget is available at www.umass.edu/research/rla/.

Awards will be made on the basis of the following criteria (not listed in order of importance):

- The potential to increase research revenues by increasing: sponsored activities; technology revenues; gifts for sponsored research, etc.
- The collaborative nature of the proposed activity as judged by campus unit participation;
- The national/international scope of the activity;
- The ability of the proposed activity to build upon existing campus strengths;
- The nature and scope of outside participants/entities;

- Private sector/government agency matching monies;
- Involvement of alumni or staff from external liaison offices such as RLD, CVIP or Development, in order to leverage existing external relationships to support the objective of the activity;
- Technical detail of the proposal (e.g. strength of rationale, specificity of agenda, Advisory Board identification, marketing plan).

The awards will be distributed on a competitive basis. A *Research Leadership in Action* program Awards Committee will be established to evaluate the proposals and make recommendations to the Vice Provost of Research (VPR). The VPR will make the final decision on awards. The Awards Committee will be comprised of representatives from faculty, development offices, and VPR staff.

Completion Report

A final report must be submitted to the RLA administrator within 30 days of the completion of your RLA-sponsored event. The report will consist of a completed questionnaire, assessing whether or not the funded activity achieved its goals and led to results is required. Information gathered in the report is used to improve the RLA program and help to support its continued funding.

Financial Status of Grant

Grant funds will be released to the PI once confirmation of matching funds has been sent to the RLA program administrator by the stated deadlines. Information relating to other administrative aspects of the grant or proposal may also be obtained from the program administrator.

Submitting Your Proposal

Submission materials (application, proposal description, vita, support letters, appendices, etc.) must be submitted online as one document – either MS Word or PDF. Budgets are the exception. They may be submitted separately as an Excel spreadsheet.

Applications can be downloaded at www.umass.edu/research/rla. Application and all related materials must be submitted online as one Word or PDF file to:

Karen J. Hayes, RLA Program Administrator
70 Butterfield Terrace
khayes@research.umass.edu

Deadline for Submission and Awards Notification

The application deadline for fall 2008 is **November 1st**. Successful award recipients will receive award letters from the Vice Provost's office by December 1st, 2008.

About the Offices of the Vice Provost for Research

The Offices of the Vice Provost for Research support faculty and students in their scholarly and research activities and enable the translation of that work into social, economic, technical, and environmental advances. Our aim is to increase the campus' capacity for research, scholarship, and innovation by facilitating relationships between our faculty and the institutions—federal, state, and private—that sustain their work.

For Further Information

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