



UNHCE Significant Issue Proposals

The first goal of the 2007-2012 UNHCE strategic plan is at the heart of what we do to improve the lives of the people who live and work in New Hampshire:

UNH Cooperative Extension will enhance its responsiveness to significant issues facing youth, families and communities, the state's natural resources and its economy in a changing social and natural environment.

The Strategic Planning Implementation Team recommended a proposal process through which significant resources would be dedicated to a small number of high priority issues. We are seeking fresh, high quality, outcome-driven proposals that address complex and significant issues for the people of New Hampshire. Proposals are sought that respond to significant issues and reflect new initiatives or vastly different approaches to something Extension is currently addressing. Proposals to fund expansion or replace budget allocations of existing Extension programs are not encouraged.

While any individual staff person may submit a proposal, priority will be given to proposals that represent an interdisciplinary, collaborative approach. As with any grant proposal submitted by an Extension staff member, program leader approval is required prior to submission. Collaboration with non-Extension faculty, staff, and stakeholders is strongly encouraged; an Extension staff member however must be a principal investigator or co-principal investigator. Our strategic plan is closely aligned with the [UNH Academic Strategic Plan](#), in which revitalizing the land-grant mission is an important priority. As a result, proposals should clearly articulate ties between Extension and UNH faculty, staff, and/or students and spell out how the proposed project links to the Academic Strategic Plan. If a non-Extension faculty member is included on the proposal, a brief letter stating their interest and support is necessary.

To make sound decisions regarding where Extension resources should be invested, the Leadership Team will use the attached review worksheet. A maximum of \$100,000 will be awarded this grant round; the funds may be expended over up to a two year period. Award amounts normally not to exceed \$60,000. Project directors are highly encouraged to seek additional support/funding from other external sources.

Proposals should not exceed seven pages and must include a logic model, evaluation plan, timeline, and a budget (these items are not included in the seven-page limit). Funding can be requested for a temporary hire to back fill, publication costs, graduate students, travel, curriculum, or other costs deemed necessary for successful completion of a project. In general, funding to offset existing Extension staff salary should not be requested. Exceptions should be discussed with your program leader. (e.g. grant-funded positions, cost-share, etc.)

Refer to the attached matrix and guidelines when preparing your proposals. A final report must be submitted within three months of the project completion.

Guidelines for UNHCE Significant Issue Proposals

To be considered, the proposal packet must include the following. Please submit one electronic copy in MSWord to Sharon Blake by close of business on March 14, 2008. Project awards will be announced by April 15, 2008 and funding will be available as of July 1, 2008.

1. Title page with project name, principal investigator (PI and co-PI if appropriate) name, title, and program area or department; PI location, phone and email address.
2. Table of contents
3. Project title and abstract (250 words or less)
4. Project description (in 12 point font, single or double spaced, no longer than 7 pages, include components I - XI listed below)
5. Logic model for the proposed project (1 page)
6. Evaluation plan
7. Time line
8. Budget and budget narrative (no F&A required; grants are in-house funds; use attached budget worksheet)

The project description should include:

- I. **Situation statement** – What is the significant issue? What evidence exists of the need for applied research, outreach or education from UNHCE?
- II. **Justification** – How will the proposed project address the significant issue?
- III. **Project Goal** – What economic, environmental or social condition does the project strive to achieve?
- IV. **Project Objectives** – What specific and measurable results can realistically be expected from the project?
- V. **Methods/Approach/Activities** – How will the project be carried out? What products (if any) will result?
- VI. **Partners** – Who will participate in the project and what will each collaborator contribute?
- VII. **Leverage** – What additional funds or materials are being contributed to the project aside from the funds requested?
- VIII. **Project Strengths** – What aspect of the project makes it particularly compelling? A compelling quality might be the degree of innovation, the integration of multiple disciplines, the incorporation of UNH faculty, staff and students, a great likelihood of achieving the outcomes, powerful use of partnerships, a high degree of leveraging, strong plans for sustaining the project, or similar feature.
- IX. **Project Limitations** – What are some internal or external factors that are likely to challenge the project? How do you plan to manage them?
- X. **Communications and Marketing** – What are your plans for sharing information about the project and its outcomes with interested parties via news releases, conferences, web pages, newsletters, and other communication vehicles?
- XI. **Relationship to the UNHCE 2007-2012 Strategic Plan and/or other important planning documents** – What UNHCE Strategic Plan (and/or other plan) Goals, Objectives and Strategic Actions are addressed by the project? List or reference them.

Please contact Jim Grady with questions or concerns.

UNH Cooperative Extension Significant Issue Proposal Review

1. Does the proposal for programming fit the mission of UNHCE?	Unclear/ poor fit		Adequate fit		Strong fit
	1	2	3	4	5
2. Does the proposal include appropriate needs assessment data to support it?	None or unclear data		Fair amount of data		Clear and comprehensive needs assessment data
	1	2	3	4	5
3. To what extent does the proposal respond to an identified state, regional and/or national problem(s) or issue(s)?	No extent		Some extent		Clear and great extent
	1	2	3	4	5
4. To what extent is the proposal for programming not currently done by an existing UNHCE program or other agency, organization?	No extent		Some extent		Clear and great extent
	1	2	3	4	5
5. To what extent does the proposal <i>meaningfully</i> include multiple program areas and/or disciplines?	No extent		Some extent		Clear and great extent
	1	2	3	4	5
6. If the proposal includes a team approach, to what extent does the membership of the proposed team include staff and/or faculty with the appropriate expertise?	No extent		Some extent		Clear and great extent
	1	2	3	4	5
7. Does the proposal include a clear and full-developed logic model?	No logic model		Fair model, with some outcomes		Strong model, with clear outcomes
	1	2	3	4	5

8. Does the proposal include a clear and appropriate evaluation plan to collect data and report outcomes?	No evaluation plan		Fair plan, several items missing		Clear and complete plan
	1	2	3	4	5

9. Is there evidence of outside, community partner involvement, including leveraged resources and/or in-kind contribution in this proposal?	No evidence		Some evidence		Strong evidence
	1	2	3	4	5

10. Is there evidence of collaboration with other states in this proposal?	No evidence		Some evidence		Strong evidence
	1	2	3	4	5

11. Is the proposal realistic? Can the outcomes articulated realistically be met within the proposed time frame and budget?	Unrealistic		Probably realistic		Highly realistic
	1	2	3	4	5

12. Does the proposal include collaboration with UNH or UNHM faculty and/or students?	No collaboration		Some collaboration		Strong collaboration
	1	2	3	4	5

13. To what extent does the proposal address items articulated in the current UNHCE Strategic Plan or the UNH Academic Plan?	No extent		Some extent		Clear and great extent
	1	2	3	4	5

14. To what extent is the proposal for fresh and imaginative work, instead of continued or expanded existing programs.	No extent		Some extent		Clear and great extent
	1	2	3	4	5