INNOVATE/COLLABORATE (IN/CO) GRANT PROGRAM
ROUND 4 RFP OVERVIEW/SHORT FORM APPLICATION
September 15, 2023

MISSION
The CAA Academic Alliance is an academic consortium that facilitates collaboration and communication across member institutions: engaging faculty, staff, and students in meaningful initiatives that enrich the academic environment, advance student success, and drive innovation and best practices in higher education.

PROGRAM PURPOSE
The CAA Academic Alliance is turning to true innovators – faculty, staff and students from CAA member institutions – to generate powerful ideas that creatively address pressing policy challenges in higher education; fuel collaboration between institutions; enhance institutional excellence; and promote innovation in intellectual inquiry. The Alliance will support and champion these ideas through the Innovate/Collaborate (IN/CO) Grant Program, providing grants for CAA institutions' project teams of up to $80,000 per team over two years.

PRIORITY FUNDING AREAS
IN/CO grants will support multi-institutional teams of faculty and staff in the exploration and development of creative approaches and best practices that positively impact student success, advance scholarship, and promote the dissemination of best practices in one of the following priority funding areas:
- **Artificial intelligence (AI) and higher education**
- **Mental health/wellness**
- **Pandemic impacts on admissions and academics**

FUNDING GUIDELINES
IN/CO grants will fund actionable, scalable initiatives that are:
- Designed to contribute lessons or best practices for the higher education community;
- Marketable for future academic publication or presentation at conferences; and
- Attractive to future foundation or sponsor funding beyond the IN/CO grant program.

FISCAL REQUIREMENTS/INSTITUTIONAL MATCH
If selected for an IN/CO grant award, your institution must be willing to certify waiver of all Facilities and Administrative (F&A) costs – no overhead can be charged against IN/CO grant funding. All awarded institutions are encouraged to provide in-kind or monetary matching funds for all awards, if at all possible.

IN/CO GRANT PROPOSAL PROJECT ROLES
Each award will have one designated principal investigator (PI), one or more co-investigators, and potentially multiple collaborators. The PI and the co-investigator(s) will work together to submit the final grant proposal. Each awardee institution will be funded individually and will be facilitated through each institution's fiscal officers and follow all sponsored research guidelines.

IN/CO GRANT PROPOSAL PROJECT ROLES DEFINED

> **Principal investigator (PI)** – Responsible for submitting the grant proposal and leads all grant-related outcomes, including grant reporting responsibilities, to the CAA Academic Alliance.
> **Co-investigator** – Works with the PI to write the grant application and assumes a primary role in the project's work and outcomes.
> **Collaborator** – Works with the PI and Co-investigator(s) in a defined role within the project – including pilot implementation, civic engagement, data analysis, or other similar roles. Can be designed as either a one-year or two-year commitment to the research project.

TOOLS TO CREATE INTER-INSTITUTIONAL CONNECTIONS/ PROJECT TEAMS

Each proposal project team will consist of at least two (2) CAA Academic Alliance institutions, with one designated PI. Each award will be made directly to each institution as specified in the budget narrative. All project partners must be faculty or staff of a CAA Academic Alliance institution in good standing. In order to facilitate connections and collaborative partnerships, the following tools/resources have been created:

- Complete the Qualtrics survey if you are interested in being connected with collaborative research partners from other CAA institutions. To complete the Qualtrics survey, you will need to specify one of the three content areas listed under the Priority Funding Areas listed above. Please also include your email contact information as requested in the survey. The Qualtrics survey will close **Thursday, October 5 @ 5pm.**
- The Alliance will host a virtual Collaboration Forum on **Thursday, October 12, 2023 @ 3pm** to encourage inter-institutional partnerships, with virtual breakout sessions in the three topic areas. Complete the Qualtrics survey to receive a calendar invite and Zoom link via email for the session.

APPLICATION DETAILS

Notification of the RFP release will be emailed to the Provosts of each CAA Academic Alliance institution on **Friday, September 15, 2023**. Each institution will disseminate the RFP and short form application internally accordingly. Promotion of the Round 4 RFP and deadline will also be promoted starting **September 18** on all CAA Academic Alliance social media platforms, including the Alliance's web site, with messaging to support the Provost's role at each of their institutions. Each proposal should indicate one PI, with additional co-investigators or collaborators as appropriate. Once proposals are submitted, additional collaborating institutions may be engaged. Each grant award will include at least two (2) participating CAA institutions (one PI and at least one other institution in a co-investigator or collaborator role). Preference may be given to proposals of three or more institutions.

GRANT PROGRAM REQUIREMENTS

- Successful applicants must be current member in good standing of the CAA conference and the CAA Academic Alliance.
- Final applicants will be asked to provide a confirmation of fiscal stipulations, including F&A waiver (no overhead fees charged against the IN/CO grant funding), potential for matching funds, and proper engagement of their institution's sponsored research guidelines.

GRANT PROGRAM REQUIREMENTS (continued)

- Grant award PIs will be expected to present annual updates virtually during the spring Provosts Council meeting. Details will be shared in advance.
- Outcome reporting will include leveraged funding opportunities; published papers, poster sessions, and conference presentations; as well as other community engagement, and institutional excellence-driven outcomes. Final applicants will work with the CAA Academic Alliance's executive director during Q12024 to create final project reporting guidelines, project plans and final project budget narratives.

TIMELINE   Academic year and FY alignment

Award cycle runs from July 1, 2024 – June 30, 2026

IN/CO Round 4 RFP released	**September 15, 2023**
Qualtrics survey closes	**October 5, 2023 @ 5pm**
Virtual Collaboration Forum via Zoom	**October 12, 2023 @ 3pm**
Short form applications due no later than	**December 1, 2023 @ 5pm**
Finalists notified by Alliance for additional project planning	**February 16, 2024**
All applicants contacted by CAA Academic Alliance *no later than*	**May 1, 2024**
Award letters to all Awardees	**June 1, 2024**
IN/CO award funding Round 4 Year 1 dispersed	**June 15, 2024**

(pending receipt of signed award letters)

IN/CO award funding Round 4 Year 2 dispersed	**June 15, 2025**

(pending receipt of required reporting and budget updates)

IN/CO grant Round 5 RFP released	**September, 2025**

SHORT FORM APPLICATION INSTRUCTIONS

Interested faculty and staff at Alliance member institutions are invited to complete an IN/CO Short Form application (see pages 5-6), ***briefly*** introducing a topic, idea, or challenge that they wish to explore in collaboration with other member institutions. Please specify one of the three priority funding areas and clearly complete each field of the application, succinctly making a case for the funding request. IN/CO Short Form Applications are **due no later than Friday, December 1, 2023 by 5PM**. Please email completed form (and any relevant attachments) to Executive Director, Elle Peterson, via email: epeterson@caasports.com

SELECTION PROCESS

Alliance staff will vet proposals for compliance with the guidelines outlined in the IN/CO Short Form Application. Compliant proposals will be presented to the Executive Committee of the Provosts' Council, who will select a slate of finalists. Finalists will work with Alliance staff to identify potential partners from other Alliance institutions, respond to any questions or concerns put forth by the Executive Committee, develop a grant budget, and complete a finalized project plan for approval. The Provosts' Council will reach a final decision on funded applications no later than **May 1, 2024**. Awardees and their corresponding sponsored research teams will receive a letter of award by **June 1, 2024.** Awards will be distributed upon receipt of signed award contracts, on or before **June 15, 2024.** A signed award letter will be required before funds will be dispersed. Year 2 funding will be released in June, 2025, upon receipt of required Year 1 outcomes and budget reports.

CONNECTING INSTITUTIONAL PARTNERS

IN/CO Grants are intended to fund **teams** of faculty and staff from **two or more** Alliance member institutions. Preference will be provided in the application review process to applications that include two or more Alliance member institutions. Executive Director Elle Peterson will work with finalists to identify appropriate institutional partners for their proposed initiative. Applicants are welcome to suggest possible institutional partners, but selection as a finalist does not guarantee that you will work with your proposed partner institution(s).

COMPATIBILITY WITH CAA ACADEMIC ALLIANCE MISSION

Projects selected for an IN/CO Grant award will be compatible with our mission:

The CAA Academic Alliance is an academic consortium that facilitates collaboration and communication across member institutions: engaging faculty, staff, and students in meaningful initiatives that enrich the academic environment, advance student success, and drive innovation and best practices in higher education.

EVALUATION CRITERIA

IN/CO Grants provide teams with the opportunity to engage in exploratory research and scholarship, so applications do not need to reflect every specific detail of your intended project. Successful applications will demonstrate that:

− Your intended initiative is strongly aligned with one or more Alliance priority areas;
− Your intended initiative will directly address a challenging issue in higher education;
− Your team has the capacity, qualifications, and institutional support to successfully implement your intended project;
− Your team has an intentional and feasible plan to use the grant funds during the two-year award period;
− If selected for an IN/CO grant award, you and your institution's fiscal representative must be willing to provide confirmation of fiscal stipulations, including F&A waiver, and proper engagement of the institution's sponsored research guidelines/processes.

ADDITIONAL INFORMATION AND QUESTIONS

Applicants wishing to find potential partners for an IN/CO grant application should respond to the Qualtrics survey before **October 5, 2023 @ 5pm**. The IN/CO Grant Round 4 Collaboration Forum will be held **Thursday, October 12, 2023 @ 3pm**. For additional questions please contact the CAA Academic Alliance's executive director, Elle Peterson: epeterson@caasports.com

IN/CO GRANT PROGRAM | SHORT FORM APPLICATION
Due no later than Friday, December 1, 2023 by 5PM
Email completed form with any relevant attachments to epeterson@caasports.com

APPLICANT INFORMATION

Institution	
Contact Person Name	
Contact Person Title	
Email Address	
Phone Number	

PROJECT DESCRIPTION

Project Name	
Amount of Funding Requested	Please also include proposed budget as an attachment.

Briefly describe the topic, idea, or challenge you wish to explore using an IN/CO Grant.
Succinctly outline the need for the initiative, identify the target audience, discuss tentative project goals, and describe how the initiative will create value through collaboration (5,000 character maximum):

Proposed Project Team
Identify potential partners or collaborators at your institution who will work with you on this project (include names and titles; 750 character maximum):

Proposed Institutional Partners (NOT REQUIRED)
If you have a sense of which Alliance institutions you wish to collaborate with on your proposed initiative, please list these institutions below and briefly explain why you wish to collaborate with these partners (750 character maximum):

ELIGIBILITY

To qualify for an IN/CO grant, your project must be related to at least one of the CAA Academic Alliance's priority funding areas. Please indicate the area of focus for your proposal:

☐ Artificial intelligence (AI) and higher education

☐ Mental health/wellness

☐ Pandemic impacts on admissions and curriculum

The IN/CO Grant Program requires institutions to provide a waiver of F&A/overhead fees for all IN/CO grant funding. In kind or matching funding for projects selected is highly encouraged. Which type of match would your institution be prepared to make in support of this initiative? If both options are available, please check both boxes below:

☐ In kind	☐ Monetary

IN/CO GRANT PROGRAM | SHORT FORM APPLICATION (continued)
Due no later than Friday, December 1, 2023 by 5PM
Email completed form with any relevant attachments to epeterson@caasports.com

PROJECT PITCH

In 200 words or less, explain why your proposed topic presents a unique opportunity for CAA Academic Alliance institutions and should be selected for funding.

AUTHORIZATION

I confirm that this application was completed with true and accurate information. If selected as a finalist, I understand that I will work with the CAA Academic Alliance to identify potential partners, respond to any questions or modifications put forth by the Alliance's Executive Committee, develop a grant narrative/budget, and complete a finalized project plan for approval. I understand that any funding award is contingent on the approval of a fully developed grant proposal.

Signature of Applicant	Date