

# Research Incentive – Request for Proposal

**NOTE: This is a closed RFP - and was issued to specific, invited applicants only**

## **Proposal Submission Process**

Proposals can be submitted beginning Monday, November 13, 2023, and are due no later than Thursday, November 30, 2023. Proposals must be submitted by uploading **ONE** electronic file to <https://rfp.ohiohighered.org>.

**All proposals, where applicable, should build upon existing work in Ohio that has advanced understanding in these fields and should take into account Ohio's unique challenges and characteristics.**

### **A. Project narratives are required to address the following criteria:**

#### **1. Project Rationale and Area Focus**

- a. Describe the research area of focus, initiative, or project to be undertaken.
- b. Provide relevant baseline data or other information used to identify the proposed area of research or program initiative.
- c. Describe prior research or work performed in the area of focus, conclusions reached, and why additional research or work is being proposed.
- d. Describe how the research or execution of the program or initiative will be conducted, and how the chosen method will lead to actionable results.
- e. Describe preliminary assumptions regarding research outcomes or program or initiatives goals (What are you trying to accomplish).
- f. Attach any exhibits, maps, data tables, or other relevant information.
- g. Applicants should identify whether the proposed project is part of an existing effort or if the proposal is a new project. If the proposal is part of an existing effort, the applicant should describe:**
  - i. Previous funding for the existing project.**
  - ii. Available funding at the time of the proposal.**
  - iii. How funds, if awarded through this process, will advance the current work.**
  - iv. How activities described in this proposal are new and distinguishable from activities previously funded.**

#### **2. Partnerships and Collaborations** - List and describe any collaborations that will be part of the proposed research, program, or initiative. Describe the specific roles and responsibilities of each project collaborator.

#### **3. Support of Ohio Industry** - Describe how the research, program or initiative will support Ohio industry, business or commerce, specifically describe where applicable<sup>3</sup>:

- a. The specific industry potentially impacted by the research, program or initiative.
- b. The size of the potential market impact of the research, program or initiative.
- c. The specific industry problem being addressed.
- d. The specific customer segment targeted by the research, program or initiative.
- e. Any products or technologies being developed.
- f. The potential economic impact of the research, program or initiative.

4. **Sustainability** - Describe how the research or initiative will be sustained beyond the funding period and what potential the research, program or initiative has for long-term and lasting impact. **Note: Applicants should provide evidence of commitment to ensure sustainability after the funding period.**
5. **Project Plan** - This section should provide a clear description and timeline for activities to be undertaken and should:
  - a. Outline the roles and responsibilities of key staff members and provide brief biographies. Note: biographies should be included in the proposal attachment and are not part of the project narrative page limitation.
  - b. Provide a GANNT chart for the entire project with proposed activities, dependencies, and estimated completion milestone for each activity.
6. **Project Evaluation** - Explain how project success will be measured. The evaluation plan should include both formative and summative measurements where applicable. Project evaluation must include a system to measure, the success of the research, program or initiative and the impact on Ohio business, industry or commerce. Specifically:
  - i. Describe the evaluation design.
  - ii. Describe the ongoing evaluation process, including collecting data, analyzing data, responding to data.
  - iii. Provide a timeline for the evaluation process, including formative and summative evaluations complementing the project GANTT chart.
7. **Budget Narrative & Budget Table** - The budget narrative will provide background related to the costs of the project and its deployment.
  - a. The budget narrative should include:
    - v. One to two paragraph descriptions of the activities and expenses included in each budget line.
    - vi. Prioritization of activities in order of most critical to project completion or success.
    - vii. Explanation of how the program's costs were calculated.
    - viii. Description of any matching funds that will be leveraged clearly labeled.
    - ix. Note: Indirect costs are capped at a maximum of 8%.
    - x. Note: the proposed budget should be for the full award period; both fiscal years, unless the applicant is specifically applying for only one year of funding. There is no minimum or maximum budget request.