

THE PRESIDENT'S CABINET

2021 AWARDS PROPOSAL INFORMATION

UTMB HEALTH—THE COMMUNITY AND BEYOND: WORKING TOGETHER FOR OUR FUTURE

The President's Cabinet Awards Committee seeks proposals for the 2021 President's Cabinet Awards. The theme of this year's awards is *UTMB Health—The Community and Beyond: Working Together for Our Future*. This theme explicitly recognizes the shared interest of the university, the surrounding community and beyond, in promoting a vibrant and supportive environment. This environment is enriched by those systems, protocols and partnerships that put the people UTMB Health serves first, promotes outreach, education and improved patient care. Projects that mobilize the creativity, ingenuity, and dedication of the students, staff, and faculty of UTMB Health are especially encouraged.

PROPOSAL GUIDELINES

Any proposal that does not follow the instructions and page limits will not be considered.

- Proposals may be submitted by any member of the UTMB Health faculty or staff. Students may submit with a faculty sponsor.
- Applicants are also encouraged to work in collaboration with a community organization on a project or program.
- Proposals from investigators for programs that previously received President's Cabinet Award funding should represent substantial innovation rather than requests for ongoing funding or simple expansion of existing programs.
- The proposal must be made in writing, following the attached format.
- Proposals must be received by 4:30 p.m., May 28, 2021.
- Applicants may be contacted for further information.
- Maximum award is: \$50,000.
- Estimated number of awards given: 4–6.

Funding is for one year. Proposals requesting funding for two years will be considered if the total funding requirement does not exceed \$50,000. Two-year grants will be reviewed after completion of the first year before remaining money is awarded.

For further information call the Development Office at (409) 772-5151.

Submit proposals to the President's Cabinet Awards Committee, c/o the Office of Alumni Relations & Annual Giving, The University of Texas Medical Branch, 301 University Boulevard, Galveston, TX 77555-0147 (campus mail route 0147), or deliver them to Room 5.130 Rebecca Sealy. Proposal cover page forms can be found on the web at www.utmb.edu/cabinet.

The President's Cabinet Awards Committee, along with the UTMB Health President, will review proposals and make final selections. Awards will be recognized at an annual President's Cabinet Awards event.

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PROPOSAL INSTRUCTIONS AND CHECKLIST

PROPOSAL MUST BE PREPARED USING THE FOLLOWING OUTLINE:

- I. **PROPOSAL COVER PAGE**—See form attached.
- II. **PROPOSAL**—Must not exceed six pages. (Does not include letters of support)
 - A. **Project Summary/Abstract**—Describe the project and how it advances the shared interests of the university, the community, and beyond in promoting a vibrant and supportive health care environment. Not to exceed 200 words.
 - B. **Project Description**—Include a problem statement, goals, objectives, strategies and timelines involved in this project. List the broad, long-term objectives, along with the specific, short term objectives. Include definition of need, population or community served by your project and how you will address the problem or need you have identified. Describe how this project will recognize the shared interests of the university and its surrounding community in promoting a vibrant and supportive environment. *What will happen to your project when the President's Cabinet funding is depleted?*
 - C. **Project Budget**—Include a total project budget or funding plan, any other sources of funding and the impact of the President's Cabinet Award. *President's Cabinet grant money may not be used for any portion of a faculty salary.*
 - D. **Project Evaluation and Stewardship**—Include a description of how you plan to assess the results of your project, at six months and one year (for two year projects, also at 18 months and two years.)
- III. **OPTIONAL LETTERS OF SUPPORT**—Not to exceed three, one-page letters.

PLEASE FOLLOW THIS FORMAT FOR PROPOSAL PREPARATION:

- Proposal should be single-spaced, typed in a readable font size (no smaller than 12 points), with standard margins of one inch and include page numbers.
- Staple proposal in the upper left corner. *Binders/folders are not acceptable.*
- Submit single-sided copies.
- Please use 8.5" x 11" white paper.

PROPOSAL SUBMISSION GUIDELINES:

- One original proposal including cover page, summary/abstract, proposal and letters of support (if applicable).
- Four additional photocopies of the complete proposal package, including cover page, summary/abstract and letters of support.

PROPOSAL EVALUATION CRITERIA

Proposals are graded and scored as follows:

- Quality of project @ 25 points
- Impact on UTMB @ 30 points
- Impact on the community @ 30 points
- Budget @ 15 points

PROPOSAL DEADLINE:

- We encourage applicants to submit proposals early in the review cycle.
- Proposals must be received by 4:30 p.m., May 28, 2021.

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PROPOSAL COVER PAGE

Project title: _____

Principal applicant: _____ Current Title: _____

Number of Years in Position: _____ Number of Years at UTMB: _____

Additional applicant: _____ Current Title/Role: _____

Number of Years in Position: _____ Number of Years at UTMB: _____

Department: _____ Campus route: _____ Extension: _____

E-mail: _____ Fax: _____

Contact person: _____ Title: _____

Department: _____ Campus route: _____ Extension: _____

E-mail: _____ Fax: _____

Dean/department chair/division head/director signature: _____

Name (*printed*): _____ Campus route: _____ Extension: _____

Amount of funding requested: _____ Length of project: 1 year 2 year

Have you been a recipient of a previous President's Cabinet award? Yes No

If yes, list the name of the award and year: _____

Has this project received previous President's Cabinet funding? Yes No

Is this project an extension or related to a previous PC program? Yes No

If yes, explain how this request supports ongoing work or represents significant innovation.

Will physical space be necessary to support this program and has this space been identified? If yes, please attach written approval from the Office of the Assistant Vice-President, Facilities Portfolio Management/Business Operations and Facilities.

President's Cabinet Awards Committee
c/o Office of Alumni Relations & Annual Giving
301 University Boulevard
Galveston, TX 77555-0147