EarthLab Innovation Grants Program
2022-2023 REQUEST FOR PROPOSALS

RFP SUMMARY

About
EarthLab is an institute at the University of Washington that pushes boundaries to address our most pressing environmental challenges, with urgency and action on climate and its intersection with social justice. EarthLab envisions an equitable, just and sustainable world where people and the planet thrive.

The Innovation Grants Program invests in collaborations that span academic disciplines, engage multiple sectors and center community-driven questions. Teams interested in participating in the 2023 Innovation Grant Cohort must include community members, researchers, and students from across the University of Washington. Teams will co-produce actionable science and knowledge at the intersection of climate change and social justice. The maximum funding request is $75,000 over 17 months.

Requirements

Team Composition: At least two University of Washington (UW) faculty or staff researchers from different disciplines (including one researcher with Principal Investigator status), at least one community or non-academic lead, and at least one undergraduate student, graduate student or post-doc.

Project Deliverable: Required within grant period; format is flexible, but it should be designed to have immediate impact for community or non-academic partners.

Innovation Grant Cohort Meetings: Each team must participate in three cohort meetings during the grant period. The cohort model encourages collaboration, networking, and intends to contribute to building a community of practice around interdisciplinary and community-led research.

Important Dates

Letter of Intent (due 1/26/2023, 5:00 pm PST): Submitted via Google form along with up to three single-page letters of support from community and non-academic project collaborators. Evaluated for invitation to go forward with a full proposal.

Full Proposal (due 3/16/2023, 5:00 pm PST): Two pages max, along with a project abstract, timeline, budget and budget narrative, and letters of support.

Final Report (due 9/25/2024, 5:00 pm, PST): Two pages max.


For questions about the program or this RFP, please contact elgrants@uw.edu.
FULL RFP

EarthLab Overview

EarthLab is a visionary institute at the University of Washington (UW) that pushes boundaries to develop innovative and equitable solutions to our most pressing environmental challenges, with urgency and action on climate and its intersection with social justice. We do this by connecting across sectors and academic disciplines to inspire and incentivize new partnerships that bridge the UW and the wider community.

Our place at the UW helps define our purpose. As a Carnegie-classified Community Engagement University, the UW aspires to be the #1 university in the world as measured by impact.

Innovation Grants Program Description

The Innovation Grants Program invests in collaborations that span academic disciplines, engage multiple sectors and center community-driven questions.

The 2023 Innovation Grants Cohort teams must be composed of community members, researchers, and students across the University of Washington to co-produce actionable science and knowledge at the intersection of climate change and social justice.

The 2023 Cohort funding is intended to support partnerships that co-define research priorities from multiple perspectives and initiate a new research project that addresses climate change. The project should co-produce new knowledge that can be used by the community and other stakeholders to mitigate or adapt to climate change and address intersecting social justice considerations. Projects may be local, regional, national or international - preference will be given to projects with findings or results that carry significance to local, regional, national, or international communities. The cohort model encourages collaboration, networking, and intends to contribute to building a community of practice around interdisciplinary and community-led research.

Examples of potential research areas include, but are not limited to:

- The impacts of climate change on health, such as increased food insecurity, extreme heat, air quality.
- The economic impacts of climate change, such as displacement, loss of livelihoods.
- Policy innovations that center community perspectives.
- Strategies to mitigate or adapt to climate change.

The Innovation Grants Program does NOT fund the following:

- Academic course development.
- Program evaluation.
- Technology commercialization.
Anticipated Awards
There is $450,000 available for the current funding cycle. The maximum budget request per project is $75,000.

Timeline

Table 1. Timeline of 2022-2023 Innovation Grant period.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP announcement</td>
<td>September 26, 2022</td>
</tr>
<tr>
<td>Letters of Intent due</td>
<td>January 26, 2023, by 5pm PST</td>
</tr>
<tr>
<td>Invitation to submit full proposal</td>
<td>February 15, 2023</td>
</tr>
<tr>
<td>Full Proposals due</td>
<td>March 16, 2023, by 5:00 pm PST</td>
</tr>
<tr>
<td>Award announcement</td>
<td>Week of April 10, 2023</td>
</tr>
<tr>
<td>Award period</td>
<td>April 17, 2023 – September 15, 2024</td>
</tr>
<tr>
<td>Final report due</td>
<td>September 25, 2024, by 5:00 pm PST</td>
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Eligibility and Criteria

APPLICANT ELIGIBILITY
Project teams must include:

1. **Community or Non-Academic Lead(s)**
   The community or non-academic lead(s) may include, for example: personnel associated with/from a Tribe, a community-led organization, a non-governmental organization, a city, state or federal agency or a business.

2. **University of Washington Lead(s)**
   Two or more UW faculty or staff researchers from different disciplines.
   
   At least one of the UW faculty or staff researchers must have [Principal Investigator (PI) status](#) with the UW. If the project team is awarded a grant, this person will be responsible for ensuring compliance with all applicable federal, state, and institutional requirements.

3. **University of Washington undergraduate student(s), graduate student(s) or postdoc(s)**
   Each team should include at least one undergraduate or graduate student or a postdoc who is meaningfully engaged in at least one project activity (e.g., the student or postdoc should have opportunities for both leadership and professional development, as well as to receive mentorship).
Individuals and organizations **may not** serve as a project lead on more than one project team. Applicants with existing resources to fund their project or who need funding to continue an existing funded project are discouraged from applying. Grantees that have received funding from the EarthLab Innovation Grants Program in the past are not eligible to apply for the current funding cycle.

**SELECTION CRITERIA**

Projects should deliver on the Innovation Grant Program's desired outcomes and align with EarthLab’s vision and mission (please see “EarthLab Overview” and “Innovation Grants Program Description” on page 3 of this document).

The following will be used to evaluate each LOI and full proposal:

- To what extent does the proposal reflect issues at the intersection of climate change and social justice?
- Are the research aims realistic given the resources, capacity of the team, and timeline?
- Is the project innovative?
- Is there co-leadership from community or non-academic partners and researchers?
- Is there a novel mix of disciplines (e.g., art, ecology, policy, engineering and health)?
- Is there a plan for meaningful involvement of the student(s) or postdoc(s)?
- Is there one or more clearly defined deliverable(s)? (see “Project Deliverables” on page 7 of this document for examples)
- Are there clearly stated goals for sustainability or growth of the partnership or project?

**General Application Instructions**

Letters of Intent and Full Proposals will be submitted to EarthLab via Google Form. A review by the Office of Sponsored Programs is not required for this grant application as these are internal UW funds from EarthLab. **Submissions that do not follow the application instructions will be disqualified.**

Each applicant team will be asked to submit the following for each team member in the Google Form:

- Name
- Contact Information
- Organization, if applicable
- Academic department, if applicable
- Role in project: community or non-academic lead, UW lead, or undergraduate student, graduate student, or postdoc, or collaborator

You will be asked to designate two primary contacts (one community or non-academic lead and the UW researcher with PI status). Additionally, teams will be asked to provide a name
for their project and to indicate how much funding they are applying for, up to $75,000. Letters of Support (LOS) from community or non-academic collaborators should be **no longer than one page**. LOS can be uploaded as an attachment in the Google Form.

**Letter of Intent Instructions**

Letters of Intent should be submitted via Google Form - the link is available at [bit.ly/InnoGrant22LOI](https://bit.ly/InnoGrant22LOI) and on the EarthLab Innovation Grants Program website.

Applicants will be prompted to respond to each of the following questions in the Google Form:

- What are the general research aims of the project? Please highlight the ways that your innovation grant project is at the intersection of climate change and social justice. (400 words)
- How is this project innovative? (300 words)
- Please describe the roles and responsibilities of each team member. (400 words)
  - What role will the community or non-academic lead(s) hold in the project?
  - What is the role and responsibilities of the UW research lead(s) in the project and what disciplinary strengths do they bring to the team?
  - What is the role and responsibilities of the UW student or postdoc and how will they be meaningfully involved in the project?
- What deliverable will your team generate as a result of the Innovation Grant funding? (200 words)
- What are your long-term goals for your partnership and/or your research - how will you maintain or grow the partnership or project? (200 words)

Additionally, if your project proposes to partner with a Tribe, your team will be prompted to respond the following questions:

- Does your project include partnership with a Tribe? (250 words)
  - If so, do you have Tribal Council approval?
  - If not, what is your plan to request Tribal Council approval? What will your team do if Tribal Council approval is not provided?

Up to three Letters of Support (LOS) can be included from community or non-academic collaborators on the project. **No more than three pages total of LOS will be forwarded to the review committee.**

**Full Proposal Instructions**

Teams that are encouraged to submit a full proposal should submit their proposal via Google Form at the link provided to them. Full proposal narratives should be a maximum of 2-pages in length. All narrative submissions must be single-spaced and no less than 12-point font. Do not use footnotes. Figures and references are included in the page limits.
The project abstract, timeline, budget and budget narrative are submitted separately and are not part of the 2-page limit.

The following are required elements of the proposal:

- **Project Abstract**: A concise summary of your project which should be accessible to general audiences, and which will be made publicly available if your project team is funded. *(350 words)*
- **Project Narrative** *(1,000 words)*
  - **Project Plan**: An expanded description of the significance, goals, objectives, research design and methods, and activities of the project.
  - **Deliverable(s)**: A description of your team's deliverable(s) and how you intend to disseminate your research results.
- **Timeline**: A timeline that describes relevant project activities for the duration of the award period.
- **Budget and Budget Narrative**: An itemized budget with justification for each anticipated expense. A budget template will be provided.

Additional LOS that were not submitted with the LOI can be submitted as an attachment in the Google Form.

**Review and Award Process**

**Letters of Intent**

All LOIs will be reviewed by a committee of community or non-academic stakeholders and UW faculty from a variety of disciplines. **Applicants will be notified on or before February 15, 2023 if they are selected by the review committee to submit a full proposal.**

**Full Proposals**

The review committee will provide scores and written feedback and make funding recommendations to the Executive Director and the Innovation Grants Program Lead of EarthLab for final approval.

Upon approval, the Innovation Grants Program Lead will email an award letter from the email address [elgrants@uw.edu](mailto:elgrants@uw.edu) to the selected project teams no later than **the week of April 10, 2023.**

**Awardee Expectations**

**Project Deliverables**

Each project team should identify one or more primary deliverables to be completed within the award period. EarthLab encourages each team to identify a deliverable that will be most useful to the community or non-academic partners and/or that has the potential to
make an immediate impact. Findings of research should be actively disseminated to the audiences and stakeholders for which they matter most.

Examples of deliverables may include (but are not limited to): a report or podcast to share your research findings; a multimedia exhibit; an interactive website where community members and researchers can engage with the data generated by the project; or participatory workshops that involve community members in the research project and/or report out the results.

For awarded grantees, EarthLab will share the following on our website: the project abstract, team member names and affiliations, the final deliverable(s), and any photos that you may choose to share.

EarthLab also wants to help your team share your story - our Communications and Engagement team is available to provide consultation on your deliverable, social media, advertising relevant lectures, talks or webinars, responding to media requests, and more. Your team may be invited to participate in EarthLab showcases or to present to other stakeholders.

**Innovation Grant Cohort Meetings**

Additionally, **project teams are required to participate in three EarthLab Innovation Grant cohort meetings** during the award period. The cohort meetings are an opportunity to network with and learn from other EarthLab grantees and to build skills in community-engaged and interdisciplinary research. EarthLab staff will be available at each cohort meeting for consultation on your project.

**The UW Principal Investigator and the Community or Non-Academic Lead are required to attend and provide a status update on the project and all project team members are highly encouraged to attend.** Cohort meetings will be in-person when possible; otherwise, the meetings will be held via Zoom. The meetings will be scheduled in Spring 2023, Winter 2024 and Spring or Summer 2024. Translation services will be available upon request. You may be asked to complete a short evaluation after each cohort meeting which will be used to make future cohort meetings more effective.

**Allowable Expenses**

Proposed expenses must be tied directly to the implementation of the project activities and may include personnel, travel, services, or supplies where appropriate. The University of Washington Principal Investigator will receive the funds as a budget transfer and **no indirect costs will apply**. Community or non-academic partners can receive reimbursement for approved costs and will be required to follow UW policies. Reimbursements can be processed through the Principal Investigator’s department; however, EarthLab administrative and fiscal staff are available to provide support.

**Examples of allowable expenses include:**
- Salary and benefits for grant-related effort
- UW student tuition (no more than 1/3 of the total budget should be tuition)
- Travel support for project teams and participants, per UW travel guidelines
- Seminar/conference registration
- Accessing technical capacity (e.g., data analysis, meeting facilitation)
- Support (e.g., facility, rental, food) - in accordance with UW and WA state policy - for convening workgroups or hosting community listening sessions or gatherings
- Printing

Examples of unallowable expenses include:

- Alcohol
- Goods and services for personal use
- Publication costs
- Patent costs

Any funds unspent at the end of the award period must be returned to EarthLab for future grant cycles.

Reporting Requirements

In funding innovative projects across new partnerships, we anticipate that there will be challenges. Teams should feel free to email elgrants@uw.edu at any time with questions or concerns.

Teams will be required to provide a short, verbal project update at each Innovation Grant cohort meeting.

Project teams will also be required to submit a final report to the Innovation Grants Program Lead. This is separate from the project deliverable. The final report should be no longer than 2 pages. The final progress report will be due on September 25, 2024 at 5:00 pm PST and should include the following:

- Description of challenges and successes, major activities, and significant achievements.
- Description of deliverable.
- Response to the following questions:
  - What did the EarthLab Innovation Grant allow you to accomplish that would have otherwise not been possible? What, if any, gap did this funding fill?
  - What aspects of the grant program should we focus on to improve the grant program for future cohorts?
TERMS AND CONDITIONS

1. It is the UW PI’s responsibility to ensure compliance with all applicable federal, state, and institutional requirements. This includes, but is not limited to, policies for Human Subjects, Animal Welfare, Export Controls, Environmental Health and Safety, Lobbying, FERPA and any other UW requirements. The UW PI is responsible for notifying or seeking approval from the appropriate compliance offices on the UW campus prior to initiating any work and following all relevant protocols. EarthLab expects that the team will not begin work on the project until all appropriate compliance procedures are completed.

2. Intellectual property will follow University of Washington policy.

3. If the project team is partnering with a Tribe, that team will be expected to determine and follow the appropriate Tribal IRB protocols.

4. If there is a proposed change or absence (60 days or greater) in PI, grantees will immediately provide justification to the Grants Program Lead via email at elgrants@uw.edu.

5. Grantees must follow University of Washington procurement practices.

6. Budget needs can change with unexpected research results. If the post-award budget revisions are greater than 20% between categories, will require review and written approval by EarthLab.

7. All expenses incurred and paid for within the project must be submitted on or before September 25, 2024. Any unspent funds need to be returned to EarthLab for future grant cycles.

8. Grantees are required to attend and participate in the Innovation Grant cohort meetings.

9. Grantees are required to participate in a pre-and-post program evaluation survey and may be asked to complete a short survey after each grantee meeting.

10. Publications, presentations, or other communications referencing the project funded by the Innovation Grants Program should include a statement that acknowledges EarthLab. For Primary Support (greater than 50% support from EarthLab), please state that, “Funding for this project was provided by the EarthLab Innovation Grants Program at the University of Washington.” For Partial Support (less than 50% support from EarthLab), please state that, “This project was supported in part by the EarthLab Innovation Grants Program at the University of Washington.”

11. One person from each funded team may be asked to serve as a peer reviewer on the review committee for the year following their project's completion.

12. Project teams will be eligible to apply for a single, 3-month project extension only if there are extenuating circumstances that impact their ability to complete the project within 17 months.