



**KERN FELLOWSHIP GRANTS
REQUEST FOR PROPOSALS**
Submission deadline: February 27, 2006
Notification date: March 17, 2006

ABOUT KERN FELLOWSHIP GRANTS

Kern Fellowship grants aim to make entrepreneurship education opportunities widely available at Midwestern colleges and universities, and to instill an action-oriented entrepreneurial mindset in engineering, science, and other technical undergraduates. Kern Fellowship grants:

- Recognize two faculty leaders per institution with Kern Fellow status.
- Award Fellows' institutions with up to \$50,000 to develop innovative, sustainable entrepreneurship education programs with significant student participation and educational impact.
- Involve Fellows in an on-going partnership for multi-year support of successful, locally appropriate entrepreneurship education programs.
- Engage Fellows in the KEEN network of institutions, entrepreneurship education leaders, and shared resources.

As part of the KEEN network, Kern Fellows will work to realize the entrepreneurship education vision of their home institution, participate in the capacity-building KEEN workshop series, contribute to the development of the KEEN Curriculum Link, and become active NCIIA members.

KEEN PROGRAM ACTIVITY 2006-2007

Deadline for Kern Fellowship grants	February 27
Award notification date	March 17
NCIIA Annual Meeting	March 23-25
KEEN workshops	To be determined
Launch of Kern Fellows programs	Fall 2006 or Spring 2007

ELIGIBILITY

We invite KEEN Planning Phase grant recipients from the December 2005 grant round to apply for Kern Fellowship grants. All recipients' schools must be members of the NCIIA. The submission process is limited to those institutions that have received KEEN Planning Phase grants.

CRITERIA FOR CONSIDERATION

Your proposal should detail how you will integrate entrepreneurship and basic business education into your technical curricular and extracurricular activities. Successful proposals will demonstrate innovative, ambitious and sustainable approaches to entrepreneurship education that address your institutions' needs and leverage current institutional resources and structures. Include both concrete short-term plans and an overview of long-term goals in your proposal. Your program should promote the development of an entrepreneurial mindset in faculty and students. See "How to Apply" for details of proposal requirements.

AWARD INFORMATION

The NCIIA will notify applicants of the Kern Fellowship grants on March 17, 2006. The NCIIA will recognize grant awardees as the first Kern Fellows at the NCIIA Annual Meeting, *Strengthening the Fabric: Building capacity for innovation and entrepreneurship*, March 23-25, 2006, in Portland, OR.

Kern Fellowship grants support Kern Fellows' entrepreneurship education plan development and implementation with up to \$50,000. Funds may be used for any facet of the proposed entrepreneurship education program. The grants do not include institutional overhead. One of the two Kern Fellows from each institution will act as the Principal Investigator (PI) of the project and will be responsible for tracking, directing, and reporting on the use of grant funds. Kern Fellows are expected to actively participate in the KEEN workshop series.

Kern Fellowship grant activities will result in the creation and sharing of materials for the benefit of KEEN Fellows and other NCIIA constituents. Your institution will be required to make materials created with Kern Fellowship grant funding available to the NCIIA for non-profit and educational use.

HOW TO APPLY FOR A KERN FELLOWSHIP GRANT

1. **Review the eligibility requirements.**
2. **Assemble your team.**
Select two key faculty members to lead the project at your institution. Of those two, identify one as the Principal Investigator (PI). The PI will serve as the point-person for NCIIA communication and will be responsible for tracking, directing, and reporting on the use of grant funds. Identify the second member as the additional team member. You may have more than two members on your team; however, if you receive a Kern Fellowship grant, the NCIIA will award Kern Fellow status only to the PI and one additional team member.
3. **Identify the Administrative Contact (AC).** The AC is a grants administrator or fiscal officer at your institution who is authorized to commit the institution to the terms of the grant. Typically, the AC is based

in the Office of Research and Sponsored Programs or the Office of Contracts and Grants.

4. **Obtain official institutional approval of your proposal and plan.** Seek approval from an administrator or dean who oversees curriculum development and authorizes department funding. Alert the administrator in advance that you will require his or her electronic signature. When you complete the on-line proposal submission process, the administrator will receive an email from the NCIIA asking for his or her signature along with instructions.
5. **Write a proposal abstract of 250 words or less.** Upload your abstract on the on-line proposal submission tool.
6. **Develop your proposal narrative.** Your narrative should address the requirements shown below. Limit the narrative to 10 single-spaced pages in 12-pt Times font, within standard margins (1" top/bottom and 1.25" left/right). Upload the file in MSWord or PDF format.
 - a. **Background information (2 of 10 pp)**
 - i. Provide a brief historical context for your proposed program. Describe any relevant program activities at your college or university, including previous funding and prior program development at your institution.
 - ii. Give an overview of current initiatives at your institution that relate to your proposed plan. Include initiatives outside of your college or department, if relevant.
 - b. **Entrepreneurship Education Program Proposal (5 of 10 pp)**
 - i. Present your vision for an innovative, institutionally appropriate plan for entrepreneurship education.
 - ii. Describe the objectives of your proposed program:
 - A. What opportunities will your program create?
 - B. What deliverables will the program produce?
 - C. What are the student outcomes?
 - D. How many students will the program impact?
 - E. What are the definitions and measurements of success?
 - iii. Provide a detailed description of the plan's components and explain how you will reach your objectives. Address both short- and long-term plans that support attainment of your vision.

- iv. Provide a proposed program timeline and schedule for program development and plan implementation at your institution. You may answer this question in a table format.
- c. Budget, Evaluation and Kern Fellow Team (3 of 10 pp)**
- i. Present a narrative budget rationale in a maximum of one page. The rationale must correspond with your detailed budget and list of required resources. Download the Kern Fellowship Grant budget template in Excel from the KEEN website and use it to format your budget. Please note that you are not limited to the expense categories listed in the format.
 - ii. Present your proposed evaluation plan. Your plan should be detailed and specific.
 - iii. Briefly describe each team member in one paragraph. Your team should consist of two core members who are leaders in entrepreneurship education. At least one member should have tenure status. Identify one member as the Principal Investigator (PI). Identify the second member as the additional team member. You may have more than two members on your team; however, if you receive a Kern Fellowship Grant, the NCIIA will award Kern Fellow status only to the PI and additional team member.
- d. Appendices:** You may upload up to relevant materials to support your narrative proposal, limited to 1MB per appendix. These materials may be in PDF, Word, Excel, URL, jpeg, tiff or gif formats.

Suggested Appendices include, but are not limited to:

- i. Short format team member CVs
- ii. Letters of support from a dean or the institution's president
- iii. Syllabi
- iv. Background on existing programs

7. **Plan your evaluation.** Principal Investigators for Kern Fellowship grants must report to the NCIIA on grant activities and results within a specified time frame. If you receive a grant, your award letter will indicate the reporting deadline.

Plan your report in advance. Advance planning will help you establish an assessment plan that will enhance and inform your program development. Your assessment plan will define what you wish to evaluate, and how, and help you gather appropriate data while your project is in progress. This data will strengthen your report, and keep you from relying on after-the-fact anecdotal information. ASSESS, the NCIIA's assessment resource tool, may help you develop your evaluation questions and find appropriate evaluation methods. Example questions include:

- How many students were impacted by your grant?
- What did the students/faculty/industry partners find most effective?
- What did students learn from participation in the grant funded activities?

8. **Log on and submit your proposal** including your abstract, narrative, and appendices by Monday, February 27, 2006 at 4pm, CST. Proposals submitted after the specified time will not be considered.

TIPS FOR SUCCESSFUL ONLINE SUBMISSION:

1. **Your login/username should be your primary e-mail address.** If you have difficulty logging in, call the NCIIA at 413/587-2172.
2. On submission of your completed application, you will receive an acknowledgement e-mail from the NCIIA. **If you do not receive this message**, call 413/587-2172 or e-mail us at info@nciia.org.
3. **You must begin creation of your online proposal submission in advance of the deadline.** The NCIIA recommends signing in and starting the on-line proposal process no later than two weeks in advance of the submission deadline (Monday, February 13, 2006).
4. **Don't forget to save your work as you reach the end of each page.** You can login repeatedly and make changes until the deadline.