

# THE PRESIDENT'S CABINET

## AWARDS PROPOSAL INFORMATION

### THE UTMB-GALVESTON COMMUNITY: BUILDING OUR FUTURE TOGETHER

The President's Cabinet Awards Committee seeks proposals for the 2009 President's Cabinet Awards. The theme of this year's awards is *The UTMB-Galveston Community: Building our Future Together*. This theme explicitly recognizes the shared interests of the university and its surrounding community in promoting a vibrant and supportive environment on Galveston Island. Projects that mobilize the creativity, ingenuity, and dedication of the students, staff, and faculty of UTMB to benefit the community 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 faculty or staff. Students may submit with a faculty sponsor.
- The proposal must be made in writing, following the attached format.
- Proposals must be received by 4:30 p.m., May 29, 2009.
- 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 Development Office, The University of Texas Medical Branch, 301 University Boulevard, Galveston, TX 77555-0148 (campus mail route 0148), or deliver them to Room 3.110 in the Administration Building. Proposal cover page forms can be found on the web at [www.utmb.edu/cabinet](http://www.utmb.edu/cabinet).

The President's Cabinet Awards Committee, along with the UTMB 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.
  - A. 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?***
  - B. 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.***
  - C. 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 10 points), with standard margins of one inch.
- 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, proposal and letters of support (if applicable).
- Four additional photocopies of the complete proposal package, including cover page and letters of support.

PROPOSAL DEADLINE:

- We encourage applicants to submit proposals early in the review cycle.
- Proposals must be received by 4:30 p.m., May 29, 2009.

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PROPOSAL COVER PAGE

Project title: \_\_\_\_\_

Principal applicant(s): \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

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*): \_\_\_\_\_ Extension: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_ Length of project:  1 year  2 year

Has this project received additional funds:  Yes  No

If yes, please give source and amount funded: \_\_\_\_\_

**PROJECT SUMMARY/ABSTRACT**

(Must fit in box or attach, not to exceed 200 words)

**Please answer: What is this project and how does it recognize the shared interests of the university and its surrounding community in promoting a vibrant and supportive environment?**

President's Cabinet Awards Committee  
c/o Development Office  
301 University Boulevard  
Galveston, TX 77555-0148