

The CH Foundation & South Plains Foundation 2017 Proposal Guidelines



Marta Collier-Youngblood

Development Officer, Institutional Advancement

Dr. Michael Conn

Senior Vice President, Office of Research



General
Texas Tech University Health Sciences Center
Proposal Policies



General TTUHSC Proposal Policies

- Submit through Office of Institutional Advancement (IA)
Collaborate with assigned Development Officer (DO)
- Be reasonable:
 - *Funding capabilities*
 - *Areas of interest*
 - *Impact of proposal*

2017 PROPOSAL GUIDELINES



The CH Foundation



History of The CH Foundation

- Funded by Christine DeVitt from family ranch and oil royalties
- Mallet Land & Cattle Ranch – 52,000+ acres
- Ms. DeVitt’s wealth is invested in The CH Foundation
- More than \$35 million invested since 1970 in Texas Tech University System (including outstanding pledges) by Christine DeVitt and The CH Foundation



Christine DeVitt



Funding Priorities

- Lubbock area
- Broad program interests:
 - *Agriculture and ranching*
 - *Community and neighborhood improvement and development*
 - *Cultural programs*
 - ***Education***
 - ***Health***
 - *Social Services*
 - ***Research***
 - *Youth Services*



Will not fund:

- Unrestricted funds
- **Funds for “special events”** – especially fundraising
- Projects based on race, ethnicity or religion
- Salaries for faculty and staff, even if only part time
(stipends for students may be included)
- Building/renovation projects must be well-documented
- Limited number of proposals are funded more than \$50,000

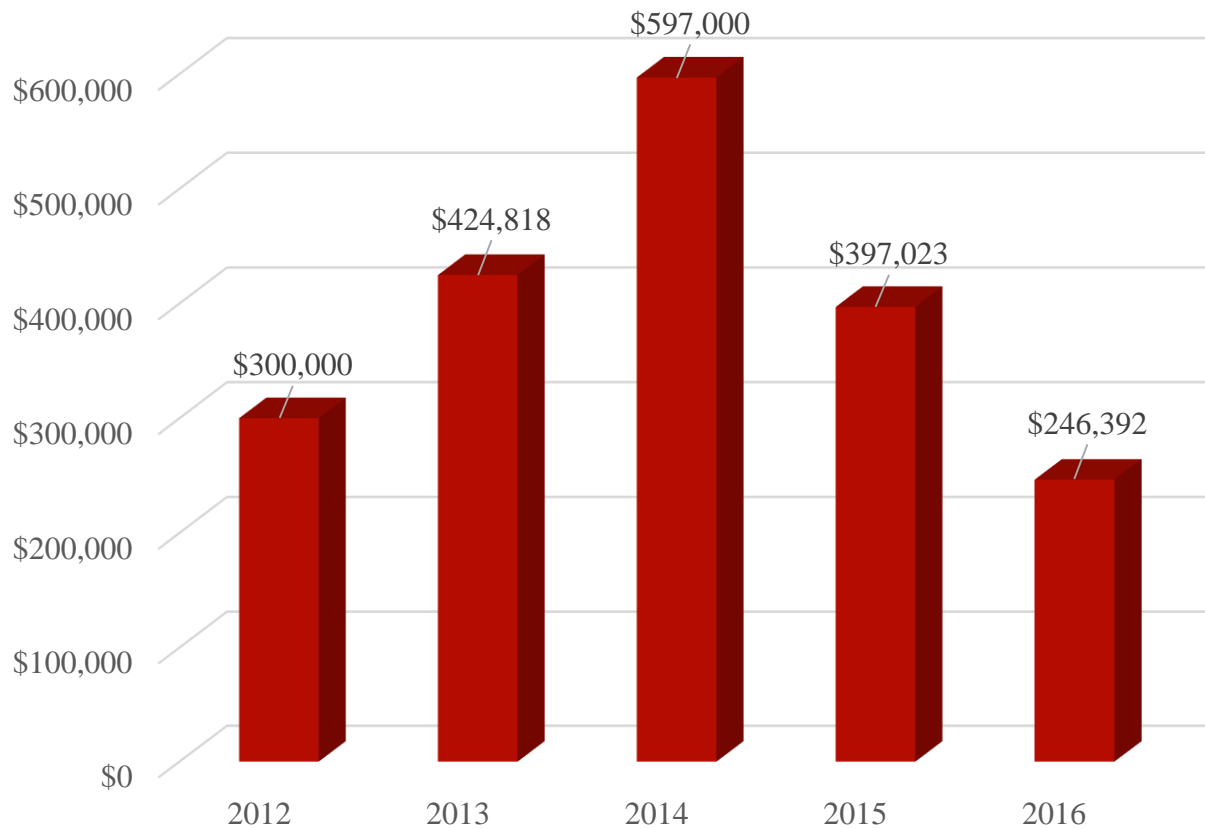


The CH Foundation 5-Year Funding Trends





Yearly Pledge Totals to TTUHSC





The CH Foundation
Proposal Process – Preliminary Proposals



Preliminary Proposals Due to IA by **December 1, 2016**

- Instructions and cover page templates provided electronically
- Consult with assigned Development Officer (DO) if necessary
- Approval of preliminary proposal **does not** guarantee approval of final proposal
- Preliminary proposals will be reviewed and ranked by the Deans or appropriate committees for each school as determined by the Dean and the Associate Vice Chancellor of Institutional Advancement
- Preliminary proposals that are not likely to receive funding will be eliminated



Preliminary Proposals (cont'd)

- Preliminary proposals include:
 - *Cover page*
 - *One-page description of project*
 - *Budget*
 - *Signatures (PI, Dean and DO)*

- Give special consideration to:
 - *Project description*
 - *Name of project*
 - *Budget*



The CH Foundation
Proposal Process – Final Proposals



Final Proposals – Due to IA by **February 10, 2017**

- Proposals will be submitted to the foundation in March 2017; IA will be notified of awards in July 2017 and funds will be received by December 2017
- Proposal templates must be used
- Final proposal should reflect project and budget approved at the preliminary stage
- **Content:** Written in **lay** language
- **Length:** Concise but long enough to present case effectively; will have character limitations based on application format
- **Key Staff:** Identify key staff and attach brief resume for each
- **Collaboration with Others:** Provide documentation if your project involves collaboration with an organization or group outside of the university
- **Budgets:** Check budgets for accuracy!
- **Letter of Support** – obtain from Department Chair acknowledging their support



Final Proposal Submission Process

- We will not submit proposals that have typos, grammatical and spelling errors and incorrect budgets
- Proposals will be subject to internal review by the Deans and appropriate committees for each school as determined by the Deans and IA
- Send proposals by e-mail to MARTA.COLLIER@TTUHSC.EDU and HEATHER.L.JOHNSON@TTUHSC.EDU
 - *Microsoft Word version is required*
- Deliver original, hard copy to Marta Collier-Youngblood at MS 6238 or 2B420

2017 PROPOSAL GUIDELINES



Timeline



Timeline for The CH Foundation

- **December 1, 2016:** Preliminary proposals due to IA
- **January 10, 2017:** Notification of preliminary proposal outcome
- **February 10, 2017:** Full proposals due to Marta Collier-Youngblood
- **February 13-24, 2017:** Internal review and OSP processing
- **March 1, 2017:** Final proposals due to The CH Foundation
- **July 2017:** Board notifies TTUHSC of funded proposals
- **December 2017:** Grant checks distributed
- **January – December 2018:** Funding cycle
- **June 2018:** Mid-year progress report due to IA
- **December 1, 2018:** Final report due to IA

2017 PROPOSAL GUIDELINES



Stewardship and Contacts



The CH Foundation

- Name of foundation is **The CH Foundation**
- Name of philanthropist who established foundation is **Miss Christine DeVitt**
- Address thank you letters to Mrs. Kay Sanford, Executive Director, The CH Foundation
- **Scholarship/fellowship thank you letters will be collected by each Development Officer, proofed by IA and mailed as a group**
- Invite Mrs. Sanford and The CH Foundation board members to special events
- Kendra Burris and Ashley Hamm serve as the primary managers for The CH Foundation for TTUHSC
- **All annual reports and contacts will be coordinated through IA (Grantees are not to contact the foundation directly)**

2017 PROPOSAL GUIDELINES



South Plains Foundation



History of the South Plains Foundation

- Origin as the South Plains Kidney Dialysis Center
- After the sale of the center, the board created a private foundation focusing on health care and other community activities with an educational focus
- In 1989, the South Plains Foundation became a functional non-profit, private foundation





Funding Priorities

- Lubbock area
- Special priority given to PI's who are junior faculty members
- Historically supported:
 - *Health Research*
 - *Community Service*
 - *Educational Endeavors*
- Grant awards range from \$8,000 to \$15,000
- Intended to serve as “seed money”



South Plains Foundation 5-Year Funding Trends





Yearly Pledge Totals to TTUHSC





South Plains Foundation Proposal Process

PROPOSAL PROCESS



- Proposal submission includes:
 - *Cover page with abstract of proposed study*
 - *Research proposal (7 page limit)*
 - *Attachments*
 - *Budget*
 - *Biosketch of primary PI and co-investigators*
 - *Detailed list of references*



Final Proposal – due to IA by **February 9, 2017**

- Proposals will be submitted to the foundation in March 2017; Institutional Advancement will be notified of awards by August 2017
- Proposal templates must be used
- **Content:** Abstract written in **lay** language
- **Length:** No more than 7 pages, excluding biosketch and references
- **Key Staff:** Identify key staff and attach brief resume for each
- **Collaboration with Others:** Provide documentation if your project involves collaboration with an organization or group outside of the university
- **Budgets:** Check budgets for accuracy!
- **Letter of Support:** obtain from Department Chair acknowledging their support

2017 PROPOSAL GUIDELINES



Timeline



Timeline for South Plains Foundation

- **February 9, 2017:** Proposals due to Marta Collier-Youngblood
- **February 13 – February 24, 2017:** Internal review of proposals and OSP processing
- **March 31, 2017:** Proposals submitted to the SPF
- **May 2017:** SPF board meeting and initial review
- **June/July 2017:** SPF review of those selected to continue the process
- **August 2017:** Final awards announced and award checks distributed
- **September 2017 to August 2018:** Funding cycle
- **March 1, 2018:** Mid-year progress reports due to IA
- **October 2018:** Final reports due to IA

2017 PROPOSAL GUIDELINES



Annual Grant Reports



Reminders...

- If you receive grant funding, you **must** submit a final report
- All TTU System grant reports will be forwarded to the foundations at one time
- **All funds should be spent within the grant funding period (Submit all receipts and close encumbrances 15 days prior to end of grant cycle to insure zero balance)**
- **All communication with the foundations will be handled through IA (Grantees are not allowed to contact foundations directly)**

2017 PROPOSAL GUIDELINES



Other Foundations

OTHER FOUNDATIONS



The Office of Institutional Advancement will coordinate with the Office of Research to notify faculty of any upcoming opportunities for funding.

- These opportunities will be displayed on the Office of Sponsored Programs website via the following link:
https://hscweb.ttuhs.edu/sponsoredprograms/funding_opportunities.aspx
- If necessary, an internal review process will be set up in order to limit the number of proposals submitted to align with the foundation's guidelines
- Final proposals will be reviewed by the Office of Sponsored Programs and submitted to the foundation by IA or OSP in accordance with institutional policies.

LAURA BUSH INSTITUTE FOR WOMEN'S HEALTH CENTRALIZED SEED GRANT PROGRAM



This is an HSC Internal Seed Grant Funding Opportunity

- Researchers interested in funding from the Institute will use the existing grant application process within their School.
- Applications will be reviewed by the School and, those matching the criteria for funding, will be directed to the Institute for final review and funding consideration. Application link:
http://www.laurabushinstitute.org/PDFs/grant_request-2016.pdf
- The purpose of this grant program is to provide seed money to fund novel research unique to women's health and/or sex and gender medicine, that highlights critical issues for women or focuses on the vital differences in etiology, symptomatology and treatment of medical conditions that lead to more personalized medical care.
- All questions regarding this funding opportunity should be directed to Angela Knapp Eggers (Research Coordinator) at angela.knapp@ttuhsc.edu or Dr. Marjorie Jenkins at Marjorie.Jenkins@ttuhsc.edu.



DEVELOPMENT OFFICERS

Cyndy Morris

Development Officer, School of Medicine and Graduate School of Biomedical Sciences

CYNDY.MORRIS@TTUHSC.EDU or (806) 743-4965

Mattie Been

Development Officer, School of Health Professions and School of Nursing

MATTIE.BEEN@TTUHSC.EDU or (806) 743-4966

Carley du Menil

Development Officer, School of Pharmacy

CARLEY.DU-MENIL@TTUHSC.EDU or (806) 414-9173

Marta Collier-Youngblood

Development Officer, Private Corporate/Foundation Grants

MARTA.COLLIER@TTUHSC.EDU or (806) 743-7612



Thank you!

- For additional questions regarding the preparation of proposals to The CH Foundation and South Plains Foundation

Marta Collier-Youngblood

Development Officer, Private Corporate/Foundation Grants, Institutional Advancement

MARTA.COLLIER@TTUHSC.EDU or (806) 743-7612

Heather Johnson

Donor Relations Coordinator, Institutional Advancement

HEATHER.L.JOHNSON@TTUHSC.EDU or (806) 743-2788

2017 PROPOSAL GUIDELINES



Questions?



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™