Applications now accepted online for Fellowships starting in September 2015. Applicants will be notified of the decision by email no later than March 15th, 2015.

2015 Application Deadline
5 p.m. February 1

Included in this packet:

I. PROGRAM DESCRIPTION
II. ELIGIBILITY & REQUIREMENTS
III. APPLICATION PROCESS
IV. APPLICATION MATERIALS

Questions about this request for proposals may be directed to:
Amy Seeboth-Wilson, Interim Program Coordinator
1 University Plaza
308 Royce Hall
Platteville, Wi 53818
seebotha@uwplatt.edu
(608) 342-7244
www.uwplatt.edu/driftless
I. PROGRAM DESCRIPTION

The Driftless Area is an ecologically, economically, and culturally distinct region within the Upper Midwest. Left untouched by the glaciers that once covered most of the Midwest, this region spans four states and over 16,000 square miles. Situated in the heart of this beautiful and remote region is the University of Wisconsin-Platteville, a four-year public institution attracting people and ideas from across the world.

In order to more purposefully support and enhance the people and land of this special place, in 2014 (for the 2015 academic year) UW-Platteville created The Driftless Fellowship, a competitive fellowship providing 50% release to existing UW-Platteville faculty and staff to do applied work or research that positively impacts the quality of life of Driftless Area residents. We expect to award up to four Fellowships for the 2015–2016 academic year, with at least one Fellowship from each of the three UW-Platteville Colleges: Engineering, Math and Science (EMS); Business, Industry, Life Science, and Agriculture (BILSA); and Liberal Arts and Education (LA&E).

Fellows may come from all disciplines and backgrounds, but all projects must address a regional need and have a direct and sustainable impact upon the economy, culture, or ecology of the Driftless Region; in short, projects must contribute to the long-term quality of life for those living in the region. Collectively, our Fellows will contribute to making our region a more innovative, sustainable, and vibrant place to live.

PROGRAM BENEFITS

In addition to the opportunity to conduct substantive work within his or her chosen field for a year and contribute positively to the quality of life in the Driftless Area, successful applicants will receive the following:

- 50% paid release for the 2015-2016 academic year;
- $2,000 summer stipend for work completed May–June 30, 2016;
- up to 100 hours of administrative support for project work;
- material and supplies budget of $200; travel stipend of up to $500.

II. ELIGIBILITY & REQUIREMENTS

ELIGIBILITY

Driftless Area Fellowships are for faculty and staff who want to go above and beyond their typical work and use their expertise and skills to benefit the Driftless Region. We encourage projects that address complex, regional issues in creative and new ways. Projects must embody and integrate the mission of UW-Platteville, the principles of the Wisconsin Idea applied to the Driftless Area, and the energy and ingenuity of our highly talented faculty, staff, and students.

Candidates for the Driftless Area Fellowship Program (DFP) must meet the following requirements:

- be current, full-time UW-Platteville faculty or staff;
• have support from his or her department chair or supervisor;
• provide evidence of outstanding professional performance;
• maintain a sincere commitment to furthering the Driftless Region.

Further, the strongest proposals will:
• address an existing need within the Driftless Region;
• have a committed partner organization, initiative, or community within the Driftless Region;
• articulate a clear plan for engaging UW-Platteville students in the work;
• clearly state achievable and measurable goals and objectives;
• be practical and feasible given resources available.

PROGRAM REQUIREMENTS
Dissemination of project results and engagement with a strong support cohort are both critical aspects of project success. In addition to the proposed project results, all successful candidates are expected to complete the following requirements:
• participation in two-hour lunch workshops with other Fellows, twice per month (scheduled around group availability);
  o one lunch each month will feature open discussion and feedback;
  o one lunch each month will feature a presentation and discussion by a Fellow on his or her project;
  o lunch will be provided.
• submit half-year progress report by the last day of fall semester (see example);
• present at public forum with other Fellows during Spring 2016;
• submit final report and associated products by June 30, 2016;
• participate in fall 2016 Faculty and Staff Research Day organized by Office of Research and Sponsored Programs;
• if relevant, participate in spring 2016 PACCE Poster day;
• if, once accepted, a Fellow is unable to meet any of the above requirements, the Driftless Fellowship Board reserves the right to evaluate and possibly revoke the Fellowship.

III. APPLICATION PROCESS
Applicants must complete all attached application materials. Proposals will be evaluated based on the rubric provided below with a total possible score of 100 points divided among the following categories:
  1. Cover Page (5 pts);
  2. Applicant History & Qualifications (15 pts);
  3. Project Narrative (40 pts);
  4. Partnerships & Engagement (40 pts).
Fellowships will be awarded based on cumulative point totals.

Proposals will be reviewed by the Driftless Fellowship Board made of six faculty, staff, and administrators with representation from each college (BILSA, LA&E, and EMS). Top proposals will also be reviewed by an external advisory panel of regional leaders and experts from multiple disciplines and backgrounds.

TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10, 2014</td>
<td>Application Opens</td>
</tr>
<tr>
<td>Thursday November 20 2014</td>
<td>Information Sessions (optional)</td>
</tr>
<tr>
<td>Monday November 24' 2014</td>
<td>4 p.m. – 4:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>MPSC Mississippi Room</td>
</tr>
<tr>
<td>Dec. 1, 2014</td>
<td>Intent to Apply Deadline (optional)</td>
</tr>
<tr>
<td>February 1, 2015</td>
<td>Application Deadline</td>
</tr>
</tbody>
</table>
TO APPLY
1) Contact us to discuss your idea!
Amy Seboth-Wilson, Interim Program Coordinator
seebotha@uwplatt.edu, (608) 342-7244
2) Attend our optional information sessions on Thursday Nov. 20 or Monday Nov. 23rd, 4:00 p.m. – 4:45, Mississippi Room of the MPSC.
3) Notify us of your intent to apply by 5 p.m. on Dec. 1, 2014 by submitting our intent form at www.uwplatt.edu/driftless/ (also optional, but appreciated).
4) Establish partnerships, both internal (UW-Platteville) and external (regional). Partnerships are a big part of making this Fellowship a success.
5) Develop your application (see attached).
6) Submit your application online at www.uwplatt.edu/driftless/ by 5 p.m. February 1, 2015. Incomplete or late applications will not be considered.

IV. APPLICATION MATERIALS
All application materials must be completed and uploaded at www.uwplatt.edu/driftless/ by 5 p.m. on February 1, 2015 for consideration. Late or incomplete applications will not be considered.

DRIFTLESS AREA FELLOWSHIP APPLICATION MATERIALS

1. COVER PAGE – 5 pts
   1.1. Project Name (1 pt) – Please provide a short, descriptive name for your project.
   1.2. Applicant information (1 pt) – Please provide your (a) name, (b) position at UW-Platteville, (c) department, and (d) phone number, email, and campus address.
   1.3. Project Overview (3 pts) – Provide a brief description of your project, include the primary goals of your proposed project and the likely benefits to the region. Should you be funded, this description will be used to describe your project to others (approximately 1 paragraph, maximum of 750 characters).

2. APPLICANT HISTORY & QUALIFICATIONS – 15 pts
   2.1. Personal Narrative (5 pts) – Please tell us about yourself and your academic and applied interests. Describe your current and past work and how it has prepared you for your proposed project. Projects that align with past academic work and demonstrated interests will rank higher (approximately 1 single-spaced page, maximum of 3,500 characters).
   2.2. Resume or CV (2 pts) – A copy of your current resume or curriculum vitae.
   2.3. References (3 pts) – Name and contact information for three individuals that can vouch for your quality of work.
   2.4. Release Form (5 pts) – Have your current chair/manager complete Attachment 1 relaying that you are available for 50% release in the 2015–2016 academic year.

3. PROJECT NARRATIVE – 40 pts
   3.1. Project Narrative (10 pts) – Please tell us about your project. Include a description of what you plan to do, why you want to do it, how you plan to do it, and what benefits could accrue to the Driftless Region if the project is successful (approximately 3 single-spaced pages, maximum of 10,000 characters).
3.2. **Sustainability Statement (5 pts)** – Please tell us how this project will help promote long-term benefits to the people, places, and/or profit (“triple bottom line”) of the Driftless Region. Projects that promote impactful, long-term benefits related to multiple areas will rank higher (approximately 1/2 single-spaced page, maximum of 2,000 characters).

3.3. **Regional Relevancy (10 pts)** – Complete Attachment 2 to tell us how your project aligns with existing Driftless Region objectives. Projects that help address regional goals, strategies, or actions documented in existing plans will rank higher.

3.4. **Project Timeline, Budget, and Assessment (15 pts)** – Complete Attachment 3 to tell us about your proposed timeline and budget. If awarded the Fellowship, this timeline and budget will be used to assess your project success. Projects that include a goal, timeline, and budget that are realistic and practical will rank higher.

4. **PARTNERSHIPS & ENGAGEMENT – 40 pts**

4.1. **Engagement Narrative (5 pts)** – Please tell us how you will connect to people and organizations, using their skills and expertise to strengthen your project. Projects that include partnerships that are meaningful and appropriate to your proposed project will rank higher (approximately 1/2 single-spaced page, maximum of 2,000 characters).

4.2. **Diversity Statement (5 pts)** – Describe how your proposed project will engage with a diverse audience and enhance the cultural or social diversity of the Driftless Region. Projects that reach out to, engage with, and/or address issues of historically marginalized populations in the Driftless Region will rank higher (approximately 1/2 single-spaced page, maximum of 2,000 characters).

4.3. **Dissemination Plan (5 pts)** – Please tell us how you will disseminate information about your project to the UW-Platteville Community, Platteville Community (non-University), and Regional Community. Projects that reach out to more audiences will rank higher (approximately 1/2 single-spaced page, maximum of 2,000 characters).

4.4. **Student Engagement (15 pts)** – Complete Attachment 4 to describe how you will engage UW-Platteville students in your project. Projects that involve more students and students in intensive and meaningful ways will rank higher.

4.5. **Partnerships (10 pts)** – Complete Attachment 5 to describe how you will engage external partners in your project. Include up to three letters of support. Projects that demonstrate quality partnerships and have firm commitments will rank higher.
ATTACHMENTS

ATTACHMENT 1- Release Form

I, ________________________________, certify that I supervise or manage (NAME)

________________________________________, and that should he or she be awarded a Driftless (APPLICANT NAME)

Fellowship for the 2015-2016 academic year, he or she will be released from 50% of normal

Job duties during that time.

________________________________________
SIGNATURE

________________________________________
PRINTED NAME

________________________________________
TITLE

________________________________________
DATE
ATTACHMENT 2- Regional Relevancy

The Driftless Area Fellowships must result in sustainable, relevant, and measurable benefits for the Driftless Region. Applicants may receive up to 10 points for this section; projects that help address regional goals, strategies, or actions documented in existing plans will rank higher than those that do not.

Instructions:
1. Review existing Driftless Region Plans available online at: [www.uwplatt.edu/driftless/](http://www.uwplatt.edu/driftless/) This list is not meant to be exhaustive, please feel free to reference other relevant plans that you may be aware of.
2. Identify goals, strategies or actions within these plans that align with your proposed project.
3. Complete the following table (add rows as needed) to tell us which goals, strategies, or actions aligns with your project and whether it comes from a regional (multi-county), UW-Platteville, and/or local (single community or organization) plan.
4. Projects that address multi-county goals will rank the highest, applicants are encouraged to align their project with as many plans as practical.
5. Applicants can receive up to 10 points for this section.

Point system:
- **Plan type: Multi County Driftless Region Plan, (3 pts each)** - e.g. Grow Southwest Wisconsin Regional Sustainability Plan, Comprehensive Economic Development Plan, Little Platt River Water Quality Management.
- **Plan type: UW-Platteville Plan (2 pts each)** - e.g. UW-Platteville Strategic Plan, Master Plan, Sustainability Plan.
- **Plan Type: Other local plan within Driftless Region (1 pt each)** – e.g. Platteville Safe Routes to School Plan, Platteville Energy Independence Plan.

*Example Table:*

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Goal Addressed</th>
<th>Page Number</th>
<th>Plan type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grow Southwest WI</td>
<td>Increase prevention (health care) services and access to preventative care.</td>
<td>48</td>
<td>Multi-County</td>
</tr>
</tbody>
</table>
ATTACHMENT 3- Project Timeline & Budget

Please complete our Microsoft Excel timeline & budget form to tell us your proposed goal, strategy, objective, actions & budget. These must be practical, measurable, and assure that your project will be completed by June 30, 2016. If awarded a Fellowship, we will use this form to assess your project success. Applicants may receive up to 15 points for this section; projects that have realistic timelines and budgets will be ranked most highly.

Instructions:
1. The Excel Timeline & Budget Sheet is available for download here: www.uwplatt.edu/driftless/apply
2. Please complete that Excel spreadsheet, in it, tell us your ONE Goal, ONE Strategy, and ONE Objective (we prefer to limit projects to a single goal, strategy and objective. If you feel that you need to include more, please contact us to discuss this before submitting your application).
3. You may list as many Actions and Sub-Actions as necessary to complete your project (add rows to the spreadsheet as needed).
4. The Driftless Fellowship Program will provide:
   a. up to 100 hours of administrative assistance,
   b. a $200 stipend for supplies and materials,
   c. a $500 stipend for travel,
   d. and 50% release time.
   e. If resources beyond those provided by DFP are needed to complete your project, please list these needs and tell us where you expect the resources to come from (e.g. partners, other grants). You will not be ranked based upon providing additional resources, but if you do need them please be realistic about whether you will have them. If you outside sources providing additional resources, please consider these sources partners in attachment 5 and include a letter of commitment or proof of funding.
5. When you have completed the budget spreadsheet, upload it as an Excel file along with your final PDF application.
6. Applicants can receive up to 15 points for this section.

What are goals, strategies, objectives and actions?

- **Goal**: What is your broad primary outcome?
- **Strategy**: What approach will you take to achieve a goal?
- **Objective**: What measurable steps will you take to achieve a strategy?
- **Action**: What specific tools will you use to pursue an objective?

See Timeline & Budget Example on next page.
Project Name: Savings Energy and Money at Family Farms

Applicant Name: Jane Smith

Project Goal (ONE goal): Decrease operational costs for small family farms.

Project Objective (ONE objective only): Help interested farmers take advantage of the Focus on Energy grant program.

Project Strategy (ONE strategy only): Have at least 20 area farms make energy efficiency upgrades through the Focus on Energy program.

Project Actions: See table below.

<table>
<thead>
<tr>
<th>Action</th>
<th>Completion Date</th>
<th>Estimated DFP Resources</th>
<th>Estimated Other Funding (non-DFP sources)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Action</td>
<td>Hours needed from DFP</td>
<td>Travel, Conferences or Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative</td>
<td>Assistant</td>
</tr>
<tr>
<td>1</td>
<td>Recruit farmers</td>
<td>Dec. 1</td>
<td>2</td>
</tr>
<tr>
<td>1.1</td>
<td>Print flyers</td>
<td>Nov. 1</td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>Publish advertisement in 5 papers</td>
<td>Nov. 15</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Conduct baseline energy audits and apply for Focus Energy grant for at least 20 farms</td>
<td>Dec. 31</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>Schedule energy installations</td>
<td>Jan. 30</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Install energy</td>
<td>May 1</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Conduct closeout meeting with each farmer</td>
<td>Jun. 15</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Complete DFP Report</td>
<td>Jun. 30</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>DFP resources available</td>
<td>50</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Difference

<table>
<thead>
<tr>
<th></th>
<th>$0.00</th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
</table>

$100,000.00

$0.00

$0.00

$100,000.00
ATTACHMENT 4- Student Engagement

Please tell us how you will engage UW-Platteville students in your project. As an educational institution, student learning and engagement is our highest priority. Projects that engage students will likely have more diverse ideas and feedback and in turn may produce more positive benefits for the region, including an improved workforce. Applicants may receive up to 15 points for this section; projects that engage students in an intensive and meaningful way will be ranked higher.

Instructions:
1. Please complete the following table, listing each type of engagement in its own row. For each, provide:
   a. engagement a name;
   b. engagement type (see point system list below);
   c. tell us how many students will be involved in that engagement. There is no limit to the number of students engaged in any project; points are assigned based upon quality and depth of engagement;
   d. tell us whether this engagement is confirmed or tentative;
   e. briefly describe the engagement.
2. You may add as many rows to the table as necessary to complete your project.
3. Applicants can receive up to 15 points for this section.

Point System:
- **Research Assistants (10 pts/student)** – will have substantial engagement in the project from beginning to end; Research Assistants will influence project design and analysis and may have a co-authorship in any resulting publications. They may receive financial compensation, independent study or internship credit for their time.
- **Project Assistants (7 pts/student)** – will have substantial involvement in project for at least four months, they may receive financial compensation, independent study or internship credit for their time.
- **Class project – full semester (7 pts/class)** – multiple (at least two) students will engage substantially in the project as part of a larger course in which they are enrolled. This engagement will last at least four months.
- **Class project – part of the semester (5 pt/class)** – multiple (at least two) students will engage in the project as part of a larger course in which they are enrolled. This engagement will last less than the full semester.
- **Student Organization/volunteer – full semester (5 pt/group)** – students will participate in at least one single aspect of the project out of personal interest or involvement in a community or student organization for at least four months of the project.
- **Single Event (3 pt/event)** – students will participate in a one-time (one day or less, not reoccurring) event that directly supports the proposed project.
- **Other (points tbd)** – We realize there are many ways to engage students in a learning experience. This point list is not intended to limit these methods, but help provide ideas and structure. If you have an engagement method not included here, please include it and a description in the table and Our Board will evaluate its relative points.

**Example Table:**

<table>
<thead>
<tr>
<th>Engagement Name</th>
<th>Type</th>
<th>Number of students</th>
<th>Confirmed?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclamation Course 4512, fall semester</td>
<td>Class project, Full Semester</td>
<td>14</td>
<td>Yes</td>
<td>Course 4512 will develop a standardized guide to burning prairies in Grant County, WI. This guide will be published on project website.</td>
</tr>
</tbody>
</table>
**ATTACHMENT 5- Partnerships**

Partnerships bring valuable resources to projects including increased local connections, knowledge of relevant history, and the ability to follow through on project outcomes beyond completion of this Fellowship. Applicants may receive up to 10 points for this section; projects with stronger involvement will rank higher, in order to receive points for the partnership, each must have a letter of commitment attached that details the partner role.

**Instructions:**

1. Please complete the following table, listing each partnership in its own row. For each, provide:
   a. Partner organizational type (such as research partner, funder, business, government agency, non-profit, etc);
   b. Partnership quality (see point system below);
   c. List whether a letter of commitment is attached (each partnership must have a letter of commitment in order to be counted, this letter should clearly detail the role of the partner in this project, if anyone is committing resources to this project listed in attachment 3, they should provide a letter of support and be listed in this section as well).
   d. Briefly describe the partnership.
2. You may add as many rows to the table as necessary to complete your project.
3. Applicants can receive up to 10 points for this section.

**Point System:**

- **Very High Involvement** (8 pts each) – This partner is involved in advising the project through a project leadership team, is committing financial and/or staff resources to the project, AND the project will substantially help the partner achieve a shared, primary objective.
- **High Involvement** (4 pts each) – This partner is involved in advising the project through a project leadership team and the project will substantially help the partner achieve a shared, primary objective.
- **Involved** (3 pts each) – The partner is involved in advising the project in an unofficial role and has some shared objectives OR the partner has committed resources to this project but is not involved in other ways.
- **Basic Involvement** (2 pt each) – The partner is aware of the project and has some shared objectives.

**Example Table:**

<table>
<thead>
<tr>
<th>Partner Name</th>
<th>Organizational Type</th>
<th>Partnership Quality</th>
<th>Attached Letter?</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest Badger Resource and Conservation Development</td>
<td>Local Government</td>
<td>High Involvement</td>
<td>Yes</td>
<td>Our project will help this organization meet a key objective of maintaining native plant areas in Southwest Wisconsin. Their Executive Director will be a part of our advisory committee.</td>
</tr>
</tbody>
</table>