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**Penn State Strategic Planning: Seed Grant Opportunities**

**Cycle 4, January 2019**

**Steering Committee for Infrastructure & Support**

**Guidelines for Preparation of One-Page Concept Papers**

Penn State will act boldly to make necessary strategic investments in infrastructure to enhance quality and achieve further excellence in support of the [University’s strategic priorities](http://strategicplan.psu.edu/thematic-priorities/). Penn State’s faculty and staff will bring the University’s strategic priorities to life. Collectively, you are positioned to identify how funding would be strategically spent to align with the University’s mission and vision.

With this in mind, the [Infrastructure and Support](http://strategicplan.psu.edu/infrastructure-and-support/) (I&S) Implementation Subcommittee **needs your ideas.** Infrastructure is often thought of as a university’s land, buildings, and equipment, all of which are important, yet it includes much more. Please consider submitting your idea with a concept paper, as outlined below, by **Monday, December 10, 2018**. The I&S Subcommittee will provide feedback after reviewing all documentation. Some ideas will be invited to prepare a more developed proposal for potential funding that will be allocated after January 2019.

**Concept Paper Guidelines**

The concept paper should be prepared according to the outline below and should not exceed a single page.

1. Name of author of proposal, department or campus, and email:
2. Title of proposal:
3. The concept: Summarize in a 100 – 150-word paragraph, what you propose to do and how the proposed project would align with the academic infrastructure to support the University’s mission and vision. Examples of proposals that have been funded to date can be found at <http://strategicplan.psu.edu/funded-initiatives/>.
4. Implementation: In a 100-150-word paragraph, outline who your Penn State partners in this project will be. Note, the criteria that will be used to rate proposals refers to the involvement in partnership with more than one college, campus, or unit; as well as the ability to involve multiple collaborators.

**Process and timeline**

Please email your concept paper, prepared according to the above guidelines, to the committee’s administrative coordinator, Hannah Halter ([hgh5013@psu.edu](mailto:hgh5013@psu.edu)) by 5:00 pm on Monday, December 10, 2018.

The I&S Steering Committee will invite [full proposals](http://strategicplan.psu.edu/rfp/) that clearly address how the proposed project contributes to the University’s strategic plan, with particular attention to the [I&S goals](http://strategicplan.psu.edu/infrastructure-and-support/). The committee discourages concept paper proposals that represent work typically within the remit of individual departments, colleges, or campuses, and research proposals traditionally funded by external agencies.

The I&S Steering Committee strongly encourages you to use this opportunity to receive preparatory feedback before you begin crafting a detailed concept paper proposal. While this opportunity for a pre-review is highly recommended, submitting a concept paper is **not** a requirement. Proposals may be submitted for the next proposal cycle deadline without submitting the concept paper earlier.

**Infrastructure & Support Steering Committee Co-Chairs**

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