I. General

The following guidelines describe the local procedures and standards for the University of Wisconsin-River Falls Faculty/Academic Staff Student Health Service Mini-Grant Program. A $1,000 grant award is available for faculty and/or academic staff, or teams of faculty/academic staff and students, to apply for.

Grant proposals for the 2013-2014 academic year are due Friday, April 5, 2013 and should be submitted electronically to alice.m.reilly-myklebust@uwrf.edu or in hard copy to Alice Reilly-Myklebust, Student Health and Counseling Services, 211 Hagestad Hall.

Health and mental health related data on UW-RF students are available from Student Health and Counseling Services by contacting Alice Reilly-Myklebust or Keven Syverson at 715-425-3293. The UW System Alcohol and Drug Survey is conducted every two years on campus and the American College Health Association National College Health Assessment is also conducted every three years on campus since 2000. For more information about these surveys, and other period surveys that have been conducted on campus, contact Alice or Keven and see the Student Health and Counseling Services web page at http://www.uwrf.edu/StudentHealthAndCounseling/StudentHealthData.cfm

II. Objectives

The UW-RF Faculty/Academic Staff Student Health Services Mini-Grant Program has been established by Student Health and Counseling Services to encourage UWRF Faculty/Academic Staff to submit proposals regarding a project or research relating to improving the health of UW-RF students. The program has three main objectives:

1. Enhance Student Learning Opportunities. Provide an opportunity for students to enhance their skills and contribute to improving the health of students in general.

2. Encourage Student and Faculty/Academic Staff Collaboration. Provide an opportunity for students to work with faculty/staff on a project or to conduct research to further enhance students skills while working to improve the health of students overall.

3. Promote Scholarly Activity. Provide an opportunity for faculty/staff to work with students to contribute positively to the body of knowledge relating to improving the health of college students.

III. Criteria

Proposals will be evaluated according to the following guidelines:
1. The focus should be prevention oriented.
2. The focus of activities should be on improving the health of students while at UWRF.
3. Priority will be given to projects that have the potential to impact groups of students rather than individual students.
4. Projects providing student involvement in planning and implementation will be given priority consideration.
5. Consideration will be given to the cost effectiveness of the project.
6. Other considerations of the committee will be: To what extent does the plan address a clearly identified need? Is the plan realistic? Are the details described?
7. Grant funding cannot be used to start or fund an academic course.

IV. Review Committee

1. The Student Health Advisory Committee will review the proposals and determine the award.

V. Procedures

1. The Student Health Advisory Committee will divide proposals into those that are recommended for funding and those that are not. They will rank order those that are recommended for funding in priority order.
2. Final decision for funding will be made by the Student Health Advisory Committee.
3. Recipients are to be notified, by Student Health Services, prior the end of this academic year.
4. The Accounting Office will establish a special account for each funded project.
5. The recipient will be required to submit a final written report to the Student Health Advisory Committee assessing the impact of the project, by June 30 of the fiscal year funded.
6. The recipient will be requested to make a presentation, after project completion, to the Student Health Advisory Committee.

VI. Format for Proposals

1. The standard required cover page is attached to this document.
2. The body of the proposal should address: description of proposed activity, indication how students will benefit, a timetable for conducting activities, a detailed budget, and supporting documents. Maximum length should be three pages, double-spaced.
3. Detail of the budget should not contain any "miscellaneous" expenses and any supplies and expenses should be specified. We will not pay for equipment purchases. Funds may be used for faculty/staff stipends, student assistance wages, travel, and other supplies and expenses (excluding equipment purchases), which are project related.

VII. Proposal Ideas/Suggestions

1. Utilize existing data to target an issue.
2. Develop a joint department project to help promote physical activity among students.
3. Develop a curriculum infusion plan for a department.
4. Conduct focus groups to study what prevention messages are acceptable around alcohol and tobacco.
5. Advocate for policy change on campus around an issue.
6. Design a marketing campaign to let students know about available services or resources.
7. Design and carry out a small study to test an intervention or survey students on attitudes around a topic.

UNIVERSITY WISCONSIN-RIVER FALLS
FACULTY/STAFF STUDENT HEALTH SERVICE MINI-GRANT PROGRAM

Institution: University of Wisconsin-River Falls
Rank of Proposal: _____ of _____ (For committee use only)

1. Names and Titles of Applicants:

2. Departments:

3. Paragraph Abstract of Proposal (75 words or less):

4. Description of Proposed Activities:

5. Dates of Activity/Timetable:

6. Budget Summary:
   Total Budget:
   S & E ____________ (Has to be project related.)
   Stipend/Wages__________ (44.92% fringes for faculty/academic staff or 2.38% fringes for student wages)
   Travel__________ (Has to be project related.)
   Total ____________

Signature/s of Faculty/Academic Staff applicants:

_________________________________________        _______________________
Applicant Signature                 Date
_________________________________________        _______________________
Applicant Signature                 Date
UW-River Falls Department and College Acknowledgement

This acknowledges that I have been informed of and discussed my faculty/staff member's proposal for a Faculty/Academic Staff Student Health Service Mini-Grant. I have reviewed the proposal content and am cognizant of the requirements of the applicant to fulfill the terms of the grant.

___________________________________________        _______________________
Department Chair/Head/Supervisor                                                  Date

For more information contact Alice Reilly-Myklebust or Keven Syverson (715-425-3293).