Albany Law School – University at Albany

Academic Collaboration Venture Fund
Request for Proposals
September ____, 2016

BACKGROUND
The Affiliation between Albany Law School and the University at Albany was created to strengthen the partnership between the two institutions, to leverage their respective strengths to expand course and degree offerings and joint research opportunities through two collaborative funds, The Collaborative Venture Fund and the Collaborative Seminar and Conference Fund.

In addition to the Collaborative Seminar and Conference Fund, the Law School and the University are pleased to announce the availability of a “Collaborative Venture Fund” for Law School and University faculty and staff to propose collaborative projects that help advance the deeper partnership being forged between the two institutions. This annual fund is intended to foster the development of joint activities, collaborative research and academic programs between the two institutions and to serve as a vehicle to create or extend areas of collaboration, areas for sponsored funding, areas for research and areas for program development.

Some examples include:

- A collaborative proposal to develop additional research or programming in a particular discipline
- A collaborative proposal to increase new enrollments or expand opportunities for students.

The maximum award for a single project is $3,000 (except in unusual circumstances). The award does not include salary cost recovery.

ELIGIBILITY
All Law School and University faculty and staff are invited to submit proposals but only proposals that reflect joint activity of both institutions will be accepted. Except in unusual circumstances, proposals should address activity to be undertaken by August 31, 2017.

PROPOSAL DEADLINE AND FORMAT

- The deadline for proposals is ____________;
- Proposals should be limited to five (5) pages, double-spaced, in 12 point font.
- Proposals should include an abstract of the project and its objectives including specifics as to how the AL and UA faculty or staff will collaborate on the project.
- Proposals should also include the following information:
  o The names and contact information for all collaborators involved in the project.
  o The name and contact information of the primary contact person on the project.
- Proposed budget and budget justification.
- A description of the project, including how the proposed program/project will align with the key goals of the collaboration venture fund.
- The specific objectives of the project, including whether the project will create, enhance or foster the development of joint programs or activities, collaborative research or additional academic programs between the two institutions.
- A timeline for the project that proposes the length of the project/program and when specific tasks/activities should be carried out over the period of the project/program.

**SUBMISSION AND CONTACT INFORMATION**

- Proposals must be submitted electronically to provost@albany.edu by November 30, 2015 or February 28, 2016.

**EVALUATION CRITERIA**

Proposals will be reviewed by the members of the Albany Law School-University at Albany Academic and Student Synergies Committee¹. Applications will be reviewed based on the quality of the proposed project. The following criteria will be used to evaluate proposals:

- Whether the proposal was jointly submitted by Law School and University faculty or staff
- Likelihood that the proposed activity will create or enhance collaborative training or research between the two institutions.
- Sustainability of the program, either through existing funds or new, external funds
- Preference will be given to proposals that:
  - Have the potential to lead to increased enrollments at both institutions
  - Can be linked to external funding sources and opportunities
  - Propose additional areas for research and/or areas for program development
- The feasibility of completing the project within the proposed timeframe.
- The reasonableness of the proposed costs of the project/program.

**IF YOUR PROPOSAL IS SELECTED**

If your proposal is selected for funding, the collaborators will be asked to submit a final progress report that details the key accomplishments for the project or program.

- Final Report Due: August 31, 2017

---

¹ UAlbany: Co-Chair Ann Marie Murray, Jim Dias, Jeanette Altarriba, Kevin Williams, Michael Christakis, Jim Stellar (ex-officio) Robert Jones (ex officio)

Albany Law: Co-Chair Connie Mayer, Antony Haynes, Joann Fitzsimmons, Mary Lynch, Rosemary Queenan, Alicia Ouellette (ex officio), Dan Nolan (ex officio)