The CH Foundation
Guidelines for 2022 Proposals

This document contains important deadline dates and provides instructions for preparing proposals for the 2022 funding cycle (January 1, 2023 – December 31, 2023) of The CH Foundation. Approved proposals will receive funds in December 2022 for use in calendar year 2023. Proposals from Texas Tech University System must adhere to specific guidelines approved by The CH Foundation that differ from those for community organizations.

FUNDING PRIORITIES
As a general policy, grants will be limited to organizations whose services benefit Lubbock, TX and the surrounding area. Broad program interests that can be funded are:

- Innovation
- Community impact
- Collaborative projects
- Health
- Research

THE CH FOUNDATION POLICIES
- All TTU System grants, including those from auxiliary organizations, will be coordinated through the Texas Tech University System Office of Institutional Advancement (IA) and will involve collaboration with school or other assigned Development Officers (DOs).
- Requests should be reasonable in terms of what The CH Foundation is capable of funding and their areas of interest. Please be thoughtful in what is submitted.

FUNDING RESTRICTIONS
- Funds for projects outside the Lubbock area.
- Unrestricted funds. Projects must list specific use of funds.
- **Funds for "special events"** – i.e. funds for banquets, dinners or fundraising events. The foundation does not contribute to fundraising. Information pieces that have multiple uses such as recruiting, alumni relations and marketing of academic and research programs may be funded. Fundraising cannot be the major goal.
- Projects or scholarships based on race or ethnicity.
- Projects that involve religious buildings, symbols or groups.
- **Salaries for faculty and staff**, even if only part-time or for summer. Stipends for graduate or undergraduate students who work on the funded project may be included, if justified.
- Building or renovation projects must be well documented and approved through university channels to be considered. The project design, cost estimate, funding plan, and timeline must be approved by Facilities Planning and Construction or Building Maintenance and Construction or other appropriate group. The Foundation wants assurance that the project will be completed in a reasonable amount of time. The Foundation does not want to fund a building project with a long delay prior to construction. Regular progress reports on construction projects are required.

PRELIMINARY PROPOSAL FORM AND
CONTENT Due November 12, 2021
A preliminary proposal is required and consisting of:
- Cover Page with Abstract (one page)*
- Project/Research Description (one page)*
- Budget (one page)*
- Biosketch

*__Please merge the Cover Page, Project Description and Budget into one Word document before emailing to Smiley Garcia.__

- Please consult with IA if you are submitting a non-research related preliminary proposal (endowment, scholarship or non-research project).
- The TTUHSC Office of Institutional Advancement (Smiley Garcia) will facilitate processing your preliminary proposal through the appropriate reviews.
- The preliminary proposal should provide an opportunity to identify projects that have a good chance of receiving funding , address university goals, as well as to eliminate those proposals that are not likely to be approved. However, **approval of a preliminary proposal does not guarantee approval of the final proposal.**
- Proposals that do not address priorities or that are not likely to receive funding may be eliminated.

TTUHSC PROCESS
- Please send the preliminary proposal by email to smiley.garcia@ttuhsc.edu no later than **November 12, 2021**.
- The preliminary proposal should be one document (Word) as described above. Do not send each part as a separate document.
- When emailing your preliminary proposal please name your document (the attachment) as follows: last name CH PP2019. Example: Garcia CH PP2019.
- Upon receipt, Smiley will email a confirmation to you. If you do not receive this confirmation, please contact Smiley at 743-2095. This will serve as a check to ensure that we have collected all proposals.
- Preliminary proposals will be reviewed by the appropriate committees for each project: research and program based.
- Final proposals will be selected **in early January 2022** and those individuals selected to submit final proposals will be notified once all is finalized by the Foundation. Smiley will notify finalists and provide template and required materials for final proposal.
- Final proposals will be submitted to IA by **March 4, 2022** in a **Word document**. Once approved by IA, the proposals will be routed to the Office of Sponsored Programs (OSP) via Cayuse system by the Principal Investigator (PI).

FINAL PROPOSAL FORMAT
AND CONTENT Due March 4, 2022

- The proposal template must be used.
- The final proposal should reflect the project and budget approved at the preliminary stage unless changes are approved by Institutional Advancement.
- **Content:** Proposals should be written in lay language. Please use Times New Roman font, 12 pt and 1" fonts on all sides.
- **Length:** Proposals should be concise but long enough to present the case effectively. Use data to support your request, if appropriate. You need to present a persuasive, convincing case showing why The CH Foundation should invest in the project. What is the impact on the program, college/unit, university and community?
- **Key Staff:** Identify key staff members involved with the project and attach a brief resume or biosketch (1 to 2 pages) for each key staff member. Do not include extensive curriculum vitae (CVs).
- **Collaboration with Others:** If your project involves collaboration with an organization or group outside of the university, you must provide documentation, such as a letter of support demonstrating that the outside group is willing to participate in your project. Multidisciplinary projects involving more than one college/unit should include a letter of support from the administrator of the collaborating group.
- **Budgets:** Please check proposals and especially budgets carefully for accuracy. Be sure to follow university guidelines in calculating expenses. Estimates must be accurate and based on current costs. The Office of Sponsored Programs (OSP) can assist with budgets if you need help. Requests should not exceed $75,000 per proposal.
- **Letter of support:** Please attach a letter of support from your department chair acknowledging their support of this research.
- **Editing:** All proposals sent forward by TTUHSC must reflect positively on the university and system. **We will not submit proposals that have typos, grammatical and spelling errors or incorrect budgets**. The primary contact (principal investigator or person responsible for administering the project and who can speak for the project) is responsible for editing and checking the proposal for accuracy. Please do not submit rough drafts. Institutional Advancement staff members do not have time to rewrite your proposal; however, we are happy to discuss proposal ideas and provide guidance well in advance of the deadlines.

STEWARDSHIP AND CONTACTS
- The name of the foundation is **The <u>CH</u> Foundation**.
- "<u>CH</u>" is always underlined and "The" capitalized as part of the official name.
- The <u>CH</u> Foundation was established by **Ms. Christine DeVitt**, and it is assumed that the "C" is for Christine and the "H" is for her sister, Helen DeVitt Jones, who established the Helen Jones Foundation. Their father was an early South Plains settler who made his fortune in ranching, oil, and gas.
- Thank you letters should be addressed to **Ms. Sandy Ogletree, Executive Director, The <u>CH</u> Foundation**.
- We encourage effective stewardship by inviting Ms. Ogletree and The <u>CH</u> Foundation board members to participate in special events or activities that allow them to see the results of their grant.
- All annual reports and major contacts should be coordinated through Institutional Advancement.
- **Do not contact The <u>CH</u> Foundation directly.**

OFFICE OF INSTITUTIONAL ADVANCEMENT CONTACT INFORMATION
For questions or additional information, please contact:

Smiley Garcia, Senior Director, Governmental Relations/Foundation Relations – smiley.garcia@ttuhsc.edu or 743-2095
Cyndy Morris, Chief Advancement Officer – Cyndy.Morris@ttuhsc.edu or 743-4965

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

The CH Foundation
Timeline for 2022 Proposals

PRE-AWARD PHASE	
October 5, 2021	The CH Foundation Grant Cycle and Proposal Guidelines Introduction and Overview
November 12, 2021	Pre-proposal summaries due to Smiley Garcia via email at smiley.garcia@ttuhsc.edu. The proposal summaries will be reviewed by the TTUHSC Research Committee
Early January 2022	Primary Investigators notified of proposals selected for submission.
March 4, 2022	Full proposals due to Smiley Garcia. Submit a copy of the proposal electronically to smiley.garcia@ttuhsc.edu. The required template will be provided to those submitting final proposals.
March 9-25 2022	Coordination between IA and OSP to edit and finalize proposal. We will be following up with PI to finalize components of proposal
March 29, 2022	Proposals submitted to The CH Foundation by IA following OSP review and approval.
POST-AWARD PHASE	
July 2022	The CH Foundation announces funded proposals. Agreements are executed and returned to The CH Foundation.
August –September 2022	IA will setup new funds for each new grant award. Primary contacts, fund managers and development officers will be notified when the new fund is established.
December 2022	Grant funds will be deposited by the Texas Tech Foundation. A letter of acknowledgement to The CH Foundation is required. Grant period is **January 1, 2023 – December 31, 2023**.
December 2023	Grant/endowment reports must be submitted to IA by **December 1, 2023**. Grant recipients must submit year-end reports including a financial report. All TTUHSC reports are submitted by the recipient through IA to ensure effective stewardship and coordination. All reports must be submitted on time to IA for review before submitting to The CH Foundation. The deadline is **December 1** and no exceptions will be granted.

Attachment: Preliminary Proposal Cover Page