



Request for Proposals – CSU Spur Projects

FY24 (Funding available starting July 1, 2023)
[FY24 CSU Spur Call for Proposals Resource Page](#)

About this opportunity.

The following information is provided to help you develop a competitive proposal for your CSU Spur-based project. Consultation with your unit/collegiate [CSU Spur Tactical Team Liaison](#) and/or AVP Jim Bradeen (jim.bradeen@colostate.edu) during proposal ideation and preparation is encouraged. If your project includes education for or engagement with a pre-K-12 audience or neighborhoods or community groups in the Denver metro, additional consultation and resources may be relevant (see “*Special note: Pre-K-12 and community engaged efforts*”). Logistical questions about this call for proposals should be directed to Jim Bradeen (jim.bradeen@colostate.edu).

Financial support and expectations. We anticipate that in FY24 the CSU System will again offer financial and in-kind support to incentivize the creation of CSU Spur-based projects and to ensure a strong start. Financial support may be available for up to five years with the expectation of annual decline in CSU System allocations while other revenue streams are developed. Each successful proposal must articulate a reasonable plan for growing financial support for the project itself or growing mid- or long-term impacts that align with the mission of CSU (e.g., growing a future student population; improving alumni and donor interactions; expanding industry collaborations; enhancing diversity, representation, and educational access; etc.) that may warrant future investments by CSU units. Funding is available starting July 1, 2023. While requests of any amount will be considered, successful proposals in prior competitions have ranged from \$0 (space-only request) to \$492,970 in year 1, with the median level of support at \$169,250 in year 1. Purchase of specialized equipment or other assets may require collegiate contribution; please consult with Jim Bradeen (jim.bradeen@colostate.edu) as needed. While computers for individual use may not be requested as part of your proposal, computers that are required for the operation of equipment housed at CSU Spur or that are necessary for delivery of educational content may be included in your request. CSU Spur is explicitly public-facing and the CSU Spur buildings are open for routine visitor engagement. Accordingly, CSU System support carries with it the obligation for project teams to participate in CSU Spur-led activities, events, and communication strategies at a level that is reasonable and consistent with the support provided.

CSU Spur education and outreach. Research and service are integral to the CSU Spur project portfolio and the CSU Spur campus is first and foremost about education and public engagement, providing life-long experiential learning opportunities. Accordingly, it is expected that each successful proposal will integrate, as a primary goal, education and/or public

engagement. Proposals may leverage (and request support for) research and service activities, if appropriate, as a means to achieving education and engagement objectives. Requests for research-only activities that lack explicit educational or outreach goals will be at a disadvantage. Proposals that advance an ecosystem of industry engagement and innovation are welcome.

The importance of place. CSU Spur projects must leverage the unique opportunities presented by CSU Spur; projects that can be executed with equal or greater effect in Fort Collins or another location are not a good fit for CSU Spur. CSU Spur attributes and assets include but are not limited to CSU Spur's affiliation with neighborhoods, community groups, non-profits, and cultural institutions in the Denver metro; CSU Spur's physical location in Denver, providing a venue that is central to Colorado's population base including a high density of potential CSU students, CSU alumni and donors, a culturally, ethnically, and racially diverse populace, and industry partners; CSU Spur's association with the National Western Center and adjacency to the South Platte River; CSU Spur's location in the state capital; and CSU Spur's comparatively easy access from Denver International Airport, I-25 and I-70. CSU Spur is an asset for the state. Projects that simultaneously leverage the unique attributes of the CSU Spur campus and have statewide impact are especially encouraged.

CSU Spur spaces. CSU Spur is comprised of three buildings, encompassing nearly 300,000 sq ft of space to support education, outreach, engagement, and research. Spaces available to support your CSU Spur-based project include: 8 flexible classrooms (lecture rooms) accommodating between 40 and 80 students (when combined) and each with modern projection and lecture capture capacity; 1 flexible virtual reality classroom featuring 33 virtual reality headsets; the flexible Morgridge Learning Lab, accommodating 31 students; a teaching wet lab accommodating up to 69 students; 12 modern conference rooms accommodating 4-47 participants and sporting modern projecting and teleconferencing capacity; a flexible theater/conference/event space accommodating up to 250 participants; 2 music rooms and a rehearsal space for 2-8 individuals; and extensive event/reception spaces in each building. Standard research wet lab and specialized research spaces may be available. Hoteling, shared, or private office spaces, artist studios, and exhibit spaces may be available. In general, CSU Spur facilities are made available to projects as well as outside partners on a rotating basis. If your planned project will require dedicated or long-term space resources, please consult with Jim Bradeen (jim.bradeen@colostate.edu).

Collaboration. CSU Spur is a resource of the CSU System. Collaborative projects that integrate across multiple CSU departments and colleges/units or with CSU Pueblo and/or CSU Global will be viewed favorably. Collaboration with outside partners including corporate and industry partners, cultural institutions, other academic institutions, school districts, neighborhood organizations and/or non-profits is encouraged.

Funding priorities for FY24. The following proposals will be considered for funding in FY24. If you are uncertain of the appropriateness of your idea, please confer with your [Spur Liaison](#) and/or Jim Bradeen (jim.bradeen@colostate.edu).

1. Proposals that create and/or deliver educational content at CSU Spur and with statewide application and impact. Examples include experiential educational kits, online or remote-delivery content, teacher training programs, and traveling educational programs.
2. Proposals that increase career access, professional development, and career pathways. Examples include and are not limited to:
 - experiences designed to help children of any age discover careers, prepare for college success, or access CSU classes through dual enrollment opportunities;
 - facilitation of access to higher education opportunities including CSU classes offered in whole or in part at CSU Spur and CSU majors offered in whole or in part at CSU Spur;
 - facilitation of access to professional development opportunities for CSU students including internships, work study experiences, workshops, and other forms of upskilling;
 - creation and execution of degree alternatives to help individuals launch successful careers through certificate programs, credentialing strategies, and other forms of upskilling;
 - and career advancement opportunities for working professionals including CSU classes, certificate programs, credentialing strategies, and other forms of upskilling.
3. Proposals of any nature that leverage the unique attributes and visibility of the CSU Spur campus. Proposals that advance an ecosystem of research and/or industry engagement integrated with education and/or engagement activities are welcome.

Events: If you are interested in hosting events at CSU Spur, please contact AVC Jocelyn Hittle (jocelyn.hittle@colostate.edu) and AVP Jim Bradeen (jim.bradeen@colostate.edu) directly about in-kind use of space or limited CSU Spur sponsorship. Please do not submit an event as a standalone proposal via this process.

Special note: Pre-K-12 and community engaged efforts. The CSU Spur staff is an asset for CSU Spur-based project teams and potential project teams. To ensure a cohesive approach and to optimize the impact of CSU System investments, all potential project teams are encouraged to seek input from CSU Staff during proposal preparation as appropriate. Specifically, if your potential project integrates pre-K-12 students, educators, or other components, please consult with CSU Spur Education Director Kathryn Venzor (kathryn.venzor@colostate.edu). If your potential project integrates work with Denver-area neighborhoods, non-profits, or community organizations, please consult with CSU Spur Denver Program Associate Sarah Miley (sarah.miley@colostate.edu). CSU Spur is working towards a unified approach toward industry interactions. Please note that the CSU Spur staff is lean (but mighty) with limited capacity. Therefore, consultation early in the proposal preparation process is encouraged since staff availability may be limited closer to the proposal due date. Consultation and coordination with the CSU Spur team may be required for proposals selected for funding. If you are uncertain if coordination with the CSU Spur team is appropriate, please reach out to Jim Bradeen (jim.bradeen@colostate.edu).

Proposal process.

1. *Letter of Intent*: All proposal teams seeking support for a new CSU Spur project in FY24 must submit a letter of intent by the due date (see below). Letters of intent are limited to 1 page (11pt font; 1 inch margins) and must include the following information in any format:

- general project approach, intended audience, components of the proposed project that would be visible or accessible to CSU Spur visitors, and likely educational or public engagement outcomes;
- a general plan or target sources for growing financial resources in years 2-5;
- description of the degree to which the proposed activity integrates across CSU departments or colleges, with CSU Pueblo and CSU Global, and with external entities including neighborhood or community groups, industry, academic or cultural entities, and government;
- an articulation of how the proposed activity leverages the unique attributes of CSU Spur.

Project teams may use up to one additional page to list project title and team members, indicating affiliations and email addresses, and clearly specifying the single person who will be the point contact for all communications. While letters of intent will not be juried *per se*, the Spur Tactical Team may access the letters to offer advice on final proposal preparation, identify potential collaborations across planned projects, and prepare a strategy for proposal review. Letters of intent must be sent by the due date (see below) as a single PDF email attachment to CSU_Spur_Proposals@colostate.edu and Jim Bradeen (jim.bradeen@colostate.edu) using the following naming convention: PROJECT LEAD LAST NAME_PROJECT LEAD FIRST INITIAL_COLLEGE OR UNIT ABBREVIATION_LOI.pdf (e.g., "Smith_L_CHHS_LOI.pdf" or "Brown_P_WSCOE_LOI.pdf"). Receipt of all Letters of Intent will be acknowledged, signifying invitation for submission of a *Proposal*.

2. *Proposal*: All proposal teams seeking support for a new CSU Spur project in FY24 must submit a project proposal consisting of (a) a *Coversheet*, (b) a *Narrative* of up to 3 pages in length (11pt font; 1 inch margins), and (c) a *Budget*. The *Coversheet* and *Narrative* must be prepared as described below and combined into a single PDF using the following naming convention:

PROJECT LEAD LAST NAME_PROJECT LEAD FIRST INITIAL_COLLEGE OR UNIT ABBREVIATION_PROPOSAL.pdf (e.g., "Smith_L_CHHS_PROPOSAL.pdf" or

"Brown_P_WSCOE_PROPOSAL.pdf"). The *Budget* must be prepared using the [Budget Template](#)

and saved as an Excel sheet using the following naming convention: PROJECT LEAD LAST NAME_PROJECT LEAD FIRST INITIAL_COLLEGE OR UNIT ABBREVIATION_BUDGET.xlsx (e.g., "Smith_L_CHHS_BUDGET.xlsx" or "Brown_P_WSCOE_BUDGET.xlsx"). Submit the combined *Coversheet/Proposal* (PDF) and the separate *Budget* (XLSX) as email attachments to

CSU_Spur_Proposals@colostate.edu and Jim Bradeen (jim.bradeen@colostate.edu) by the due date (see below).

The proposal must include the following sections in the order specified:

- *Coversheet* (not included in the 3 page limit; prepare using the [coversheet template](#))

- *Narrative* (3 page limit + up to 2 pages of additional information; 11pt font; 1inch margins)
 - *Introduction and project rationale*: in this section, provide required background information on the proposed project and clearly specify why a project of this nature is needed;
 - *Intended outcomes*: in this section, specify any anticipated educational, outreach, research, or service outcomes of the proposed activity. This section should focus on *impacts* rather than *products*;
 - *Approach*: To the degree possible, specify how you will pursue the planned activity. If the approach for your project is dependent on information currently unavailable, please specify how needed information will be collected and how decisions on project approach will be made;
 - *CSU Spur Advantage*: In this section, articulate how the proposed activities take advantage of and leverage the unique attributes offered by CSU Spur;
 - *Advancing priorities*: Describe how the proposed activity advances institutional priorities specified in the [CSU strategic plan](#); how the proposed activities advance diversity, equity, justice, and inclusion; how the proposed activities provide statewide access to educational or outreach content and opportunities; and/or how the proposed activities advance research with statewide impact.
 - *Plan for future funding*: In this section, please articulate a plan to grow financial resources available to support this project beginning in year 2 or explain how this project will positively impact mid- or long-term goals that might warrant future investments by CSU units (e.g., growing a future student population; improving alumni and donor interactions; expanding industry collaborations; enhancing diversity, representation, and educational access; etc.).
 - *Additional information*: Each narrative may include up to 2 additional pages of information (not included in the 3-page limit of the *Narrative*). This section may be used for references, images, or tables. These additional pages may not be used to provide any of the required information specified above.

3. *Invited interviews*: At the discretion of the [CSU Spur Tactical Team](#), project teams may be invited for a short (15 minute) in person or Teams-based interview as part of the evaluation process. This session will be conducted as a Q&A, with the Tactical Team directing questions at the assembled project team to better understand the proposal direction and approach. It is anticipated that not all project teams will be asked to participate in an interview; this should not be interpreted as indicating the perceived merit of any particular proposal.

4. *Proposal evaluation*: Proposals will be evaluated by members of the [Spur Tactical Team](#) using a [standardized rubric](#). Evaluations will be holistic in nature and may take into consideration the existing [CSU Spur project portfolio](#) and the funding priorities articulated above. Final funding decisions will be made by the CSU System Board of Governors and leadership of the CSU System, CSU, and CSU Spur.

Timeline.

- Call for proposals released: 9/9/2022
- Q&A informational webinar: 9/23/2022; Pre-submit questions [HERE](#) (by 9/21/2022) and register for the webinar [HERE](#).
- Letter of intent due date: 10/28/2022, 5pm (MT)
- Acknowledgement of the letter of intent and invitation to submit a *Proposal*: 11/4/2022 (tentative)
- Proposal due date: 1/13/2023, 5pm (MT)
- Meetings with specific project teams: February, 2023 (tentative)
- Funding decisions announced: early June, 2023 (tentative)
- Funding available: 7/1/2023