Public Interest Technology University Network Challenge – Year 5
Request for Proposals

Overview

The Public Interest Technology University Network Challenge

The Public Interest Technology University Network (PIT-UN) Challenge seeks to encourage new ideas, foster collaborations, and incentivize resource- and information-sharing among a national network of universities working to create a robust Public Interest Technology field. In 2022—PIT-UN's fourth year—18 proposals from 43 institutions were awarded a total of $2.3 million in grant funds to further develop a research community and workforce as passionate about public interest as they are about developing breakthrough technologies.

The PIT-UN Challenge first launched in 2019 to seed and support initiatives that grow public interest technology in higher education, particularly those that involve end-users and communities impacted by technologies in their development. The 27 inaugural grants were in four categories: Career Pipeline/Placement, Educational Offerings, Faculty & Institution Building, and Strengthening the Public Interest Tech University Initiative. In the intervening years, grants have produced a number of tangible successes that have advanced public interest technology at the University level. In 2023, the Challenge will build on this foundation by focusing in on two specific areas:

- Educational Offerings, especially those that foster cross-disciplinary perspectives, and credential completion
- Career Pipeline/Placement efforts to develop the Public Interest Technology workforce in government, industry and social impact organizations.

Purpose

For its fifth year, projects addressing either of the two priority areas below related to Public Interest Technology in university settings are welcome to apply for a grant.
- i. Educational Offerings
- ii. Career Pipeline/Placement

Projects may include:
- Experiential learning opportunities, such as clinics, fellowships, apprenticeships, or internships that give students real-world exposure to the practice of Public Interest Technology.
- New models of career training, placement, and/or financial support to develop the Public Interest Technology workforce.
- Partnerships with nonprofit, private sector, or affinity groups to educate current working professionals in Public Interest Technology.

Core Elements and Outcomes

The PIT-UN Challenge will prioritize projects that center the needs of communities that have historically been denied access to new technologies, systematically left out of conversations at the intersection of technology and policy, and denied opportunities to join the technology workforce. PIT-UN will prioritize these projects in an effort to further the positive social impact of technology for all communities. Projects may demonstrate centering community needs by creating a space for communities to play a role in shaping these technologies' development. Successful applications will:

- have meaningful and equitable partnerships with one or more of the following entities:
  - other educational institutions outside of the PIT-UN network in particular Minority-Serving Institutions as well as two-year, community college institutions
  - affinity groups or organizations that support academic leadership among communities of color
  - affinity groups, or organizations that focus on non-tech disciplines including, but not limited to, ethnic studies, disabilities studies, history, humanities, and social sciences
  - community organizations that have a specific focus on workforce development and/or creating career pathways for populations currently underrepresented in public service or science, technology, engineering, or math fields.
- have clearly articulated major barriers to equity and access related to Public Interest Technology and identified gaps in the workforce pipeline that lead to exclusion of the majority of people of color, women, and people with disabilities in the current tech workforce
- have project objectives and methods to address the articulated barriers and gaps, ensuring that aspects of racial, ethnic, linguistic, and socioeconomic diversity and equity are reflected in the design and reach of the project (i.e., students served) as well as the staffing of the proposed project team
- have a project team demonstrates the ability to serve ethnically, racially, socioeconomically diverse and underrepresented populations, perhaps supported by an actionable plan to use this funding to engage and serve those populations that is informed by best practices

Funding and Allowable Uses

PIT-UN is inviting proposals in two funding tranches. Budgets should be inclusive of an indirect rate, set at 20% of total direct costs.

    i. Tranche 1: Up to $90,000 ($0-$90,000) for direct and indirect costs
    ii. Tranche 2: Up to $180,000 ($90,001-$180,000) for direct and indirect costs

Eligibility

In this fifth year of the challenge, PIT-UN will accept the following types of proposals in response to its RFP:

    i. **New Projects:** projects that have not received prior funding from the PIT-UN Challenge ("new projects")
    ii. **Existing Projects:** projects that have received prior funding from the PIT-UN Challenge in 2019*, 2020, or 2021 **but have not received three (3) years of Network Challenge funding** can apply for additional funding to expand and/or scale their project ("previously funded projects")

Projects ineligible to apply for funding in this challenge are Network Challenge Projects of any year (Year 2-2020 & Year 3-2021 & Year 4-2022) that have not submitted their project's final reports (narrative and budget reconciliation) to New Ventures Fund using the grant management system Submittable.

Limits

Limited Submissions
The PIT-UN Network Challenge is a limited submission funding opportunity limiting the number of applications from one institution. These "limited submission" **funding opportunities must undergo**

an internal selection process (also known as an internal competition), which is coordinated by the institution. ***Please consult your institution before you develop any applications.***

Each PIT-UN member has identified one point of contact for submitting all grant applications for their institutions. *Only that point of contact should be accessing this platform. If you do not know who your PIT-UN member Network Challenge point of contact is,* please get in touch with your institution's PIT-UN Designee***.***

Additionally, there is a limit to the number of proposals a PIT-UN Network university can submit:
New Network members (2022 cohort) *can submit a total of three (3)* **proposals for** *new projects***,** only one of which can fall within the funding Tranche 2 (up to $180,000).

Current network members can submit the following:

- Proposals for new projects, adding up to a total of three. *Only one of these can fall within the funding Tranche 2- $180,000*.

- Proposals to expand/scale previously awarded projects, outlined in Eligibility section ii, can fall into either funding Tranche 1- $90,000, or Tranche 2 - $180,000. Budgets should be inclusive of an indirect rate, set at 20% of total direct costs.

I am submitting a Challenge proposal for a(n): **

1. ☐ New Project
2. ☐ Additional funding to continue and/or expand/scale my project

 **Note: Proposals can only be funded with three (3) years of Network Challenge funding.*

Proposals that received funding from the PIT-UN Challenge in 2019 and have received two (2) additional years of funding in 2020 and 2021 are not eligible to apply for additional funding.

Proposals that received funding from the PIT-UN Challenge in 2019 but only received one year of additional funding in either 2020 or 2021 may apply for additional funding this year to continue and/or scale their project.

A person may be listed as the Principal Investigator (PI) on only one Challenge application, but individuals may be listed as collaborators on multiple applications.

Projects that are a partnership between two or more universities should submit one single application. Projects should explain the nature of the partnership including the division of labor and funds in the proposal.

Timeline

Dates subject to change
- March 31, 2023 Public announcement of the Challenge
- April 7, 2023 Live Zoom Sessions. Open Office Hours to answer RFP questions start weekly on Fridays 12:00 pm -1:00 pm EDT
- April 14, 2023 RFP Questions due by 12:00 pm EDT to info@pitcases.org

- April 21, 2023 RFP Question answers posted to **Network Challenge webpage**
- May 15, 2023 Applications due in **Submittable** by 5:00 pm EDT. No late submissions will be accepted.
- September 2023 New Venture Fund notifies grant recipients of their upcoming award.
- October 1, 2023 Grant term starts
- May 31, 2024 Mid-Grant Interim Reports Due
- January 30, 2025 Grant period ends
- March 30, 2025 Final reports Due

Distribution of Funds and Reporting Requirements

Grant funds must be spent within 16 months of receipt of funds. Due to the extended grant period, no-cost extensions are not granted.

Grant recipients will be required to submit mid-term and final reports describing their project, including budget reconciliations. Recipients will work with New America and the New Venture Fund throughout the award period to evaluate their projects and present their work.

Key Processes

A. **Submitting Questions about the Request for Applications**
   a. **Any questions regarding this RFP must be submitted by e-mail to info@pitcases.org** by **April 14, 2023, 2023,** at 12:00 p.m. EDT. Submitted Questions must include the subject line: "Challenge Grant Questions". PIT-UN assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.
B. **Submitting your application**
   a. **Applications Due:** Applications must be received by **May 15, 2023 at 5:00 p.m**. EDT. *Applications received after the 5:00 p.m. EDT deadline will be ineligible for award consideration*.
   b. **Submission Instructions:** Applications are to be submitted at **https://pitcases.submittable.com/submit** by the submission deadline
   c. **NOTICE:** *The grant management system, Submittable, will only allow one application to be completed at a time. Please have all the application answers and the necessary documents in hand before starting an application.*
C. **Selection Procedure**
   a. **A qualified evaluation team will evaluate proposals.** Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of the evaluation process and submittal of supplemental documents, staff will notify all submitters of the proposal status.

Evaluation Criteria

The below table shows the criteria PIT-UN uses when evaluating proposals. This rubric has two parts:

- The left column has the criteria the proposal reviewers will assess. A winning proposal will demonstrate that your project matches most or all of the description of each criterion.
- The right column has the total number of points (or eligibility status) a proposal can be

awarded based on how completely it meets each criterion. PIT-UN will consider proposals with the most possible points.

Application Evaluation Rubric *Application must meet all RFP stated requirements for completion.*	Evaluation Points
Partnerships. The project has meaningful and equitable partnerships with one or more of the following entities: ● Other educational institutions in their proposals, including those that are not part of the PIT-UN University Network, in particular Minority-Serving Institutions (MSIs) as well as two-year, community college institutions ● Other educational institutions, including those that are not part of the PIT-UN University Network, affinity groups, or organizations that focus on non-tech disciplines including, but not limited to, ethnic studies, disabilities studies, history, humanities, and social sciences ● Community organizations that have a specific focus on workforce development and/or creating career pathways for populations currently underrepresented in public service or science, technology, engineering, or math fields. ● Affinity groups or organizations that support academic leadership among communities of color *Meaningful and equitable partnerships may include, but are not limited to:* ● *Memoranda of Understanding (MOU), Memoranda of Agreement (MOA) for internships, apprenticeships, and practica* ● *Articulation agreements* ● *Past collaboration on a previous funding opportunity with letters of support* ● *Documentation of community listening sessions, focus groups, and training sessions*	Up to 15 points
Project Plan. *Proposals for new projects:* The project has clearly defined objectives, a well-designed method, and a process and timeline to achieve its goals; provides an evaluation plan with measurable indicators of success and is feasible and likely to succeed. *Proposals for previously funded projects:* The project has clearly defined objectives, a well-defined method, and a process and timeline to achieve its goals. The project has an evaluation plan with measurable indicators of success and clarity on how it will build upon both accomplishments and lessons it has learned to date.	Up to 10 points
Impact. *Proposals for new projects:* The proposal clearly articulates the rationale for the project. That is, the proposal explains how the project will create meaningful educational offerings or strengthen the career placement pipeline for the field of Public Interest Technology. It will be helpful to list the assumptions the project is making about its work, its prioritized activities, and its intended impact over time. *Proposals for previously funded projects:* The proposal clearly articulates the rationale for continuing the project, what the project has accomplished to date, and how extending the project will generate a meaningful contribution to educational opportunities or career pipeline opportunities in the field of Public Interest Technology. It will be helpful to list the assumptions the project is making about its work, its prioritized activities, and its intended impact in a	Up to 25 points

potential second or third year.	
Justice, Equity, Diversity, and Inclusion. ● The proposal clearly articulates major barriers to equity and access related to Public Interest Technology and identifies gaps in the workforce pipeline that lead to exclusion of the majority of people of color, women, and people with disabilities in the current tech workforce ● The project's objectives and method include a plan to address the articulated barriers and gaps, ensuring that aspects of racial, ethnic, linguistic, and socioeconomic diversity and equity are reflected in the design and reach of the project (i.e., students served) as well as the staffing of the proposed project team ● The project team demonstrates the ability to serve ethnically, racially, socioeconomically diverse and underrepresented populations, perhaps supported by an actionable plan to use this funding to engage and serve those populations that is informed by best practices	Up to 35 points
Qualifications & Capacity The proposal clearly articulates that the project team and institution have deep knowledge of the field of Public Interest Technology and/or other fields relevant for the proposed project. The proposal also articulates that the institution has the capacity and resources to support the project.	Up to 10 points
Institutional Support. *Proposals for new or previously funded projects requesting up to $90,000 (Tranche 1):* The project has demonstrated buy-in from the applicant's university to help sustain the project's impact. For example, the host university can contribute funds, provide support from university leaders, or enable collaboration between departments, faculty, or other university groups. *Proposals for new or previously funded projects requesting $90,001 to $180,000 (Tranche 2):* The project team has secured specific commitments from its university (or universities if part of a collaboration). Such commitments may be in the form of cash contributions (either the value of the effort that university-paid personnel are expending on the project or monies from a university gift, endowment, and/or other unrestricted fund) and/or in-kind support (real property, equipment, supplies and other expendable property, or goods and services). *Proposals for previously funded projects (Tranche 1 or Tranche 2):* The project's institutional plan(s) and related commitments clearly demonstrate the institutionalization of Public Interest Technology within their university.	Up to 15 points

Technical Standards for Assets

New America's PIT-UN program is an investment in the next generation of PIT workforce. To ensure that the investment of these funds has as broad an impact as possible and to encourage innovation in the development of new PIT materials, as a condition of the receipt of this grant, the grantee will be required to license to PIT-UN all work (except for computer software source code, discussed below)

created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds. The use of the Creative Commons Attribution 4.0 (CC BY) license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the grantee. Notice of the license shall be affixed to the Work. (For general information on CC BY, please visit http://creativecommons.org/licenses/by/4.0. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.)

Only work that is developed by the grantee with the grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials, remains subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY license requirement.

Grantee resources will be expected to upload Work to a PIT-UN online library for members funded by the PIT-UN program. Resources will continue to be available through PIT-UN for its members. If applicable, the following needs to be on all products developed in whole or in part with grant funds, "This product was funded by a grant awarded by New America's PIT-UN, funded through NVF."

Compliance with the Americans with Disabilities Act

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities, and private entities offering examinations or training must make their goods and services accessible to persons with disabilities.

RFP QUESTIONS

A. GENERAL INFORMATION

Project Naming Convention* *(Asterisk (*) denotes required field)*

- ○ Primary Institution:*
- ○ Proposal Title:*
    - ■ This year we are asking for a specific format for all proposal titles that will be used to **create a unique identifier for this submission and project.**
    - ■ The unique identifier in this step will follow the application form submission through project reporting if accepted.
    - ■ **We need all submissions to follow the same naming convention**:
        - ● Member Institution code (see the chart below) **HYPHEN**
        - ● Type of submission (N=new, E=Expansion/scale) **AND** if the project also is a (DS=Data Science) **SPACE**
        - ● Submission Name.
    - ■ **You MUST start your proposal with the recognized 3 or 4 letter institution abbreviation associated with your institution** (view the codes in the chart below)

Code	Institution	Code	Institution
ASU	Arizona State University	NORU	Northeastern University
BOSU	Boston University	OCOE	Olin College of Engineering
BROU	Brown University	PRGS	Pardee RAND Graduate School
CALP	Cal Poly State University	PSU	Penn State University
CMU	Carnegie Mellon University	PEPU	Pepperdine University
CWRU	Case Western Reserve University	PVAMU	Prairie View A & M University
CEPI	CEPI FGV Direito-Sao Paulo	PRIU	Princeton University
CUNY	City University of New York	RIT	Rochester Institute of Technology
CSUO	Cleveland State University	SJSU	San José State University
COLU	Columbia University	STANU	Stanford University
CORU	Cornell University	STC	Stillman College
DUKU	Duke University	TEMU	Temple University
FIU	Florida International University	OSU	The Ohio State University
FORU	Fordham University	UTA	The University of Texas at Austin
GWU	George Washington University	UOS	The University of the South
GEOU	Georgetown University	UAZ	University of Arizona
GIT	Georgia Institute of Technology (Georgia Tech)	UCB	University of California Berkeley
GSU	Georgia State University	UCSC	University of California Santa Cruz
HAMC	Hamilton College	UCHI	University of Chicago
HARU	Harvard University	UDIN	University of Edinburgh
HOWU	Howard University	UIC	University of Illinois at Chicago
ITT	Illinois Institute of Technology	UMA	University of Massachusetts at Amherst
INDU	Indiana University	UMIC	University of Michigan
JMU	James Madison University	UNCW	University of North Carolina Wilmington
LANC	Lane College	UPEN	University of Pennsylvania
LOC	LeMoyne-Owen College	URIJ	University of Rijeka
MIT	Massachusetts Institute of Technology	UVA	University of Virginia
MMC	Meharry Medical College	UWAS	University of Washington
MDC	Miami Dade College	UVTEC	Virginia Tech
MUST	Missouri University of Science & Technology	WVU	West Virginia University
NAZC	Nazareth College	WMAR	William & Mary
NYU	New York University	WPI	Worcester Polytechnic Institute

Examples of Submission/Project Names

- ● **New Project Example:** My university is the Colorado Community College System (CCCS)

and this will be my first submission of a data project titled *Data Anomalies in Justice*. My proposal submission name would start with **CCCS-N Data Anomalies in Justice.**

- **New Data Science Project Example:** My university is the University of Mississippi (UMIS) and this will be my first submission of a new project for my institution, the title *Exploration of AI Data in PIT*. My proposal submission name would be **UMIS-NDS Exploration of AI Data in PIT**

- **Expansion/Scale Project Example:** My university is the University of New Mexico (UNM) and this will be my third submission that is an expansion of a previous project with the title Fellowships in PIT Environmental Justice. My proposal submission name would be **UNM-E Fellowships in PIT Environmental Justice.**

The difference between data projects and data science/data research projects:

- ★ Data projects use data to solve problems and spot trends. They work with the data as a snapshot of what exists now. Data analysis collects, stores, and maintains data and analyzes results.
- ★ Data science/data research projects use algorithms and machine learning to improve the ways that data supports organizational goals. Data scientists model data to make predictions, identify opportunities, and support strategy. They use data to understand the future.

Institutional Grant Administration Contacts: *
- Institution's Grants Office or Sponsored Research Office Point of Contact First and Last Name
- Institution's Grants Office or Sponsored Research Office Point of Contact Email
- Institution's Grants Office or Sponsored Research Office Point of Contact Phone Number
- Institutional Signatory First and Last Name:
- Institutional Signatory's Title
- Institutional Signatory's Email
- Institutional Signatory's Phone Number

Project Questions: *
- Is your institution a 2019, 2020, or 2021 grantee? *___All 2020 and 2021 grants must be closed with the final reports (Narrative and budget reconciliation) received prior to the closing date of May 15, 2023 at 11:59 pm EDT to be eligible for consideration.___
- Has your institution submitted all complete grant final reports to Arabella Advisors?
- Proposal Summary: *
- Project Start Date: *
- Project End Date: *
- Will this grant be used to support work that includes interacting or communicating with minors (individuals under age 18)? *
- *Minors defined as individuals under age 18. If you select 'Yes,' you are required to submit the NVF Child Safeguarding Policy Information Sheet found at* PITcases.org within the Network Challenge RFP, Forms and Evaluation Criteria area
- Will any part of this grant funding be used to conduct lobbying as defined by federal tax law?*

Project Funding Selection*

New network members can submit a total of three (3) proposals, only one of which can fall within the funding tranche of $90,001-$180,000.

Current network members can submit the following:

- Proposals for new projects, adding up to a total of three. *Only one of these can fall within the funding Tranche 2- $180,000.*

- Proposals to expand/scale previously awarded projects**, beyond the three outlined in (1). Any number of these can fall into either funding Tranche 1- $90,000, or Tranche 2 - $180,000. Budgets should be inclusive of an indirect rate, set at 20% of total direct costs.

I am submitting a Challenge proposal for a(n): *

☐ New Project

☐ Additional Funding to expand or scale an existing Network Challenge project

 ***Note: Proposals can only be funded with three (3) years of Network Challenge funding.*

Proposals that received funding from the PIT-UN Challenge in 2019 and have received two (2) additional years of funding in 2020 and 2021 are not eligible to apply for additional funding.

Proposals that received funding from the PIT-UN Challenge in 2019 but only received one year of additional funding in either 2020 or 2021 may apply for additional funding this year to continue and/or scale their project.

Proposals with a Significant Data Science Component

The Challenge Fund recognizes that proposals for projects with significant data research components and/or projects that will involve the collection and interpretation of data characterized as a Data Science/ project may require expert evaluation/review.

Therefore, if your proposal falls under the definition of **Data Science,** you will be asked to answer an additional set of questions as indicated.

Note: Data Science projects will not receive special or additional consideration and will not be prioritized above other applications.

The difference between data projects and data science/data research projects:

★ Data projects use data to solve problems and spot trends. They work with the data as a snapshot of what exists now. Data analysis collects, stores, and maintains data and analyzes results.
★ Data science projects use algorithms and machine learning to improve the ways that data supports organizational goals. Data scientists model data to make predictions, identify opportunities, and support strategy. They use data to understand the future.

Select the Project application funding Request is for:

- New Submission Funding Tranche $90,000
- New Submission Funding Tranche $180,000
- Expansion & Scale Existing Project Tranche $90,000

- Expansion & Scale Existing Project Tranche $180,000

Identification of Grant Priority Area and Issues

Select the Network Challenge **priority area(s)** your project addresses (**select one**)*

- Educational Offerings
- Career Pipeline and Placement

- Select a **primary issue areas** that most closely matches the issue area of the proposal you are submitting seeks to address:*

Access, Digital Divide, & Digital Literacy	Health IT
Algorithms	Human Rights
Apprenticeships	ICT4D Information & Communications Tech for Development
Civic Tech	Internships
Collectives and communities of practice	Media & Journalism
Community Technology	Movement, Organizing, & Activist Tech
Crisis & Disaster Response	Network Building
Cybersecurity	Nonprofit Technology
Data & Algorithms	Open Data & Transparency
Data Analytics	Open Source & Creative Commons
Design (accessible, inclusive, participato	Other
Digital Privacy & Security	PIT Workforce
Diversity, Equity and Inclusion	Policy (Internet freedom, net neutrality & more)
Education Innovation	Political Technology
Environment	Public health and the environment
Ethics	Public Innovation
Expansion of labs and institutes	Public Science
Fellowships	Technology Cooperatives
Government Technology	Voting & Democracy
	Other _____

- Select a **secondary issue areas** that most closely matches the issue area of the proposal you are submitting seeks to address:*

Access, Digital Divide, & Digital Literacy	Health IT
Algorithms	Human Rights
Apprenticeships	ICT4D Information & Communications Tech for Development
Civic Tech	Internships
Collectives and communities of practice	Media & Journalism
Community Technology	Movement, Organizing, & Activist Tech
Crisis & Disaster Response	Network Building
Cybersecurity	Nonprofit Technology
Data & Algorithms	Open Data & Transparency
Data Analytics	Open Source & Creative Commons
Design (accessible, inclusive, participato	Other
Digital Privacy & Security	PIT Workforce
Diversity, Equity and Inclusion	Policy (Internet freedom, net neutrality & more)
Education Innovation	Political Technology
Environment	Public health and the environment
Ethics	Public Innovation
Expansion of labs and institutes	Public Science
Fellowships	Technology Cooperatives
Government Technology	Voting & Democracy
	Other _____

Principal Investigators (PIs), Collaborators, and Partners Information

Principal Investigator Information:

- Select the Principal Investigator's Institution: *
- Principal Investigator for the project on this application: *
- Principal Investigator's title and department for the project on this application: *
- Principal Investigator's e-mail address:*

Partnerships (300-word limit):

- List the partners, if any, that you have formally engaged or plan to formally engage to undertake this project? See "Evaluation Criteria" for a list of partnerships that the Challenge is looking for. **Note that you will need to upload letters of commitment from all named partners with this application.**
- For each partnership, describe how you have cultivated a meaningful and equitable relationship with the partner entity. See "Evaluation Criteria" for guidance on meaningful and equitable partnerships. If this project includes a partnership with one or more additional universities, please describe how the partnership will operate, including division of work, role of Principal Investigators, and allocation of funds.

Letters of Partnership Support

- Upload MOAs, MOUs, and letters of support from the partners

Collaborators

- Does this proposal have any collaborators outside of the submitting institution? *
- Select the Collaborator 1's Institution: *
- Collaborator 1's Name: *
- Collaborator 1's e-mail address: *

- Do you want to add another non-primary institution collaborator?

Project Objectives, Plan, Outcomes and Deliverables

- Elevator Pitch (25 word limit): Describe your project in one (1) sentence:*
- Project Plan (750 word limit): Describe your proposed project, including:*
    1. Objectives
    2. Method and process to meet those objectives
    3. Evaluation plan with measurable outcomes and/or indicators of success
    4. Timeline

Previously funded projects only:

- How will you design the project next year(s) for community involvement, feedback, and shared ownership of the proposed project?

- To the extent that you can respond at this juncture: How do you intend to build on your accomplishments to date and learn from missed opportunities in a potential second or third year?

- Describe the measurable outcomes or deliverables you will produce during the project. (200- word limit)

My project:
- is NOT a Data Science Project
- is a Data Science Project

Supplemental Questions

Supplemental Questions for Proposals with a Significant Data Science Component (750-word limit OR a three-page uploaded PDF)

[Applicants that checked the box under section "A," **Proposals with a Significant Data Science Component,** will be asked to fill in the following additional questions.]

Please answer as many of the following questions as apply to your proposed project.

As an alternative to responding to the individual questions in this section, you may create a PDF document of up to three pages in length that responds to these questions and that includes any relevant visuals, diagrams, figures, graphics, etc. You will upload this document in this section in the "Supplemental Question File Upload" section.

- What is the underlying hypothesis driving your proposed project? What theoretical approaches will you draw from or apply in order to test your hypothesis?

- What is the current state of research in the field of your proposed project, and how will your proposed project yield something unique and/or additive?

- Why and how is your project team positioned to pursue this project to yield meaningful and impactful results?

- What is your overall research plan, including major milestones or goals, implementation details, and potential risks and mitigation strategies?

- In order to implement your proposed project, will you be collecting original data, drawing on existing data, or both? What informs your approach to the collection and use of data? If drawing on existing data, please specify your anticipated sources.

- What are your plans to disseminate your research findings and how will you ensure that they are made accessible and enable the advancement of the field?

Impact (500 word limit):*

Please provide an answer for all of the following questions:

Proposals for new projects:

- Please describe the rationale for the project. That is, please explain how the project appears likely to meaningfully advance the field of Public Interest Technology and further the goals stated in this RFP. It will be helpful to list the assumptions the project is making about its work, its prioritized activities, and its intended impact over time.

Proposals for previously funded projects:

- Please describe the rationale for continuing the project, what the project has accomplished to date, and how it connects to the project's theory of change (more information on theory of change can be found on PITcases.org within the Network Challenge RFP Forms section That is, please explain how the project appears likely to measurably advance the field of Public Interest Technology and further the goals stated in this RFP. It will be helpful to list the assumptions the project is making about its work, its prioritized activities, and its intended impact in a potential second or third year. (300 word limit)

- Please describe how, if at all, will the project complement your project team's institutional plan(s) to advance the field of Public Interest Technology within academia? How does the project complement or build on existing work at OTHER institutions?. (200 word limit).

Justice, Equity, Diversity, Inclusion (750 word limit):

*Please answer the following questions to the fullest extent you are able**

- Please define or describe the target community of your project (250 word maximum)

- Please describe how the demographics of those benefiting from the project compare to the demographics of the larger population in that (often geographic) area (500 word maximum)

  ○ What are the major barriers to equity and access related to Public Interest Technology, as your institution and project team undertakes the proposed project?

  ○ In what ways will your project's objectives and method address those barriers?

  ○ Describe how the proposed project will conduct recruitment, engagement, and retention activities of historically excluded communities.

  ○ What sources of bias is this project subject to? What mitigation strategies will be employed to combat bias and generate more equitable outcomes?

  ○ What record do you have of serving ethnically, racially, socioeconomically diverse and underrepresented populations? If not yet in place, describe how you would use this funding to engage, serve, and collaborate with those populations in ways that are informed by best practices.

Demographic Information

Providing demographic information is designed to help PIT-UN measure our intended audiences and our commitment to eliminating discrimination and promoting justice, equity, diversity and inclusion in all of its practices. PIT-UN invites applicants to voluntarily disclose certain characteristics about themselves and their project team so the organization can measure its progress and strengthen its impacts on equity, diversity, and inclusion. We value transparency and will only use this information internally to seek out funding opportunities, however if you are interested in a conversation or further discussion, please feel free to contact us.

Please share the following information about your project's intended project participants:

- Please estimate the percentage of non-majority project participants

- Estimated number of project participants that identify as:
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Hispanic or Latino
  - Native Hawaiian or Other Pacific Islander
  - White
  - Two or More Races
  - Different Race
  - Information Not Available

- Estimated number of project participants that currently identify as:
  - Man
  - Woman
  - Non-Binary or Third Gender
  - Transgender
  - Genderqueer
  - Prefer to Self-describe
  - Prefer not to answer or Information Not Available

Please share the following information about your project team members:

- Please estimate the percentage of non-majority project team members:

- Number of project team members that identify as:
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Hispanic or Latino
  - Native Hawaiian or Other Pacific Islander
  - White
  - Two or More Races
  - Different Race
  - Information Not Available

- Number of project team members that currently identify as:
  - Man
  - Woman
  - Non-Binary or Third Gender

- o Transgender
- o Genderqueer
- o Prefer to Self-describe
- o Prefer not to answer or Information Not Available

Qualifications & Capacity (300-word limit): *

Please provide an answer for all of the following questions:

- What experience or prior work among project team members demonstrates deep knowledge of the field of Public Interest Technology and/or other fields relevant for your proposed project?

- Why are you and your institution well-positioned to undertake this project?

Institutional Support and Budget Description(300 word limit): *

In this first section, you will input the total budgeted amount for the major categories (eg: salaries, travel, community support, etc.) of expenses in the proposed budget.

In the second section, you will summarize the major expense categories (e.g.: salaries, travel, community support) in the proposed budget. You will also describe how the project budget support plans for institutionalizing the project after the grant period ends.

Additional Questions you will have to answer for specific proposals:

- **For proposals requesting up to $90,000 only:** How has your university or institution demonstrated buy-in for your project that will help sustain the project's impact?
- **For proposals requesting between $90,001 and $180,000 only:** What specific commitments from your university do you have to support your project and sustain its impact?

In the final section of the Institutional Support and Budget Summary, you will upload your project's budget using the New Venture Fund budget template found on PITcases.org within the Network Challenge RFP Forms section. *Include any funds that you intend to contribute from your institution or other sources.*

Please provide an answer for all of the following questions:

- *Summarize the major expense categories (e.g.: salaries, travel, community support) in the proposed budget.*

- How does the project budget support plans for institutionalizing this project after the grant period ends?

- *For proposals requesting up to $90,000 only (Tranche 1):* How has your university or institution demonstrated buy-in for your project that will help sustain the project's impact?

- *For proposals requesting between $90,001 to $180,000 only (Tranche 2):* What specific commitments from your university do you have to support your project and sustain its impact?

Project Budget: *

- Please upload a budget following the attached New Venture Fund template (found on PITcases.org within the Network Challenge RFP Forms section *Include any funds that you intend to contribute from your institution or other sources.*

Supplemental Principal Investigator Relevant Work

Please include a link or upload the CV of the principal investigator and any previous relevant work (e.g., previous publications) Please include a one sentence description of what is included in the link.

Due Diligence Document Uploads

Please upload the following due diligence documents.

If your institution was awarded grant funding in the Year 4 (2022) Network Challenge you do not have to upload 990, audited financials, letter of determination and a list of Board of Directors/Trustees.

Our institution was awarded grant funding in the Year 4-2022 PIT-UN Network Challenge.

- Yes
- No
    - Proof of legal status/IRS Letter of Determination: *
    - Most recent audited financials: *
        - Please upload audited financials for 2020 or 2021. If no audited financials are available for those years, please upload an explanation why.
    - **Institution 990: ***
- List of board of directors or board of trustees:*
- List of main staff for the project:*

Appendix

Background

In the 1960s and 1970s, landmark investments from the philanthropic community elevated the legal profession from a road to wealth and power to a transformational force in serving the public good. With the support of the Ford Foundation and others, institutions of higher learning-built paths that allowed the brightest minds of the era to find their footing in public service. That leadership allowed the discipline of public-interest law to flourish as not only a prestigious area of study, but a formal field of practice.

Similarly, institutions of higher learning are now coming together to integrate the fields of technology, public policy, business, law, ethics, governance, and social justice into the field of Public Interest Technology. Public Interest Technology refers to the study and application of technology expertise to advance the public interest in a way that generates public benefits and promotes the public good, particularly for those members of our society least well served historically and today by existing systems and policies. Importantly, it includes both individuals who approach these questions from a technological background, those with lived experience and expertise, *and* those coming from other disciplines (including, but not limited to, law and social science and movement-building) who seek to understand, use, and respond to the changes brought by new technologies.

It can—and should—also include people who may not identify as technologists but are at the forefront of equalizing access to technology and promoting inclusive tech policy, such as those working in the ecosystems of access, open source and creative commons, digital literacy, inclusive design, movement and activist tech, community tech, and digital privacy and security. By offering a systematic way of studying technology as a tool for addressing social problems in the world—including unforeseen and adverse consequences of technology (in particular with respect to historically underserved and underrepresented racial and marginalized groups) and ways to harmonize technology and society—educational institutions can train a new generation of graduates who have both technological literacy and a rigorous   foundation to navigate the societal, ethical, legal, policy, and equity implications of the new age.

Public Interest Technology University Network

The Public Interest Technology University Network (PIT-UN) is a partnership of colleges and universities committed to educating students who can better apply technical understanding and practice to questions of individual rights, justice, social welfare, and the public good, particularly for those members of our society least well served historically and today by existing systems and policies.

As it nurtures the pipeline of emerging technologists prepared to approach these questions, PIT- UN envisions a future where technology policy actively challenges structural inequalities in power, resources, and access by centering the needs of people and communities, particularly for those historically marginalized. In practice, this means that the traditional gatekeepers of technological advancement and public policy interrogate how they can better identify and work with communities in the development of Public Interest Technology as ecosystems and elevate these communities as co-creators and leaders.

The broad goals of the Network are to:

- Connect accredited nonprofit institutions of higher education in the US that seek to take the lead in establishing and defining the field of Public Interest Technology within academia;

- Spur the development of a strong pipeline of students seeking to pursue careers in Public Interest Technology, broadly defined; taking active measures to ensure that this pipeline is diverse in terms of race, ethnicity, ability, gender, and socioeconomic status; and characterized by a sense of inclusion and belonging for students and practitioners;

- Foster collaborations and connections across the network and to practitioners in the wider ecosystem.

The Public Interest Technology University Network's challenge grants are funded through the support of the Ford Foundation, Hewlett Foundation, Mastercard Impact Fund with support from Mastercard Center for Inclusive Growth, The Raikes Foundation, Schmidt Futures and The Siegel Family Endowment.

The Fund is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that supports innovative and effective public-interest projects.

EXHIBIT A: NEW VENTURE FUND SUBGRANT AGREEMENT

newventurefund

DATE

[SIGNATORY CONTACT]
[GRANTEE]
ADDRESS

RE: Grant No: [PROJ ABBREV. – SUBGRANTEE NAME – FUND ABBREV. – REF NO. – EFF. DATE]

Dear SIGNATORY:

The New Venture Fund is pleased to inform you that it has approved a grant to your organization in the amount of $AWARD AMOUNT through our Public Interest Technology Universities Network Fund project. This grant is for the Grant Period January 1, 2023—April 30, 2024 and is subject to the terms and conditions contained in the enclosed Grant Agreement.

On behalf of the New Venture Fund, I would like to congratulate your organization on its valuable work and wish you great success in this endeavor.

Sincerely,

Lee Bodner
President

Enclosure

INSTRUCTIONS:
1. Please review and sign this form.
2. Return electronically to pitunchallenge@newventurefund.com.

NEW VENTURE FUND SUBGRANT AGREEMENT

GRANT NUMBER: *[PROJ ABBREV. – SUBGRANTEE NAME – FUND ABBREV. – REF NO. – AWARD DATE]*

DATED: DATE GENERATED

The New Venture Fund ("NVF") and GRANTEE (the "Organization") hereby agree as follows:

     I.   **Tax Status.** Organization represents that it is a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code and that it is not a "private foundation" as defined in Code Section 509(a). Organization shall notify NVF immediately of any anticipated or actual changes in its tax-exempt status.

     II.   **Grant Term.** This Grant Agreement (the "Agreement") shall be effective as of January 1, 2023 (the "Effective Date"), and shall continue through completion, no later than April 30, 2024 (the "Grant Period").

     III.   **Payment Terms.** NVF grants the Organization $AWARD AMOUNT (the "Grant") to be paid
in one lump sum within 30 days of execution of this Agreement.   Grant funds must be fully expended during the Grant Period. All contracts and subgrants funded using Grant funds must be completed by the end of the Grant Period.

     IV.   **Grant Purpose.** The Grant may be used only for the following charitable, scientific, literary, religious or educational purposes: to fund the Organization's NAME OF PROJECT project (the "Project"), as described in the proposal that the Organization provided to NVF dated DATE SUBMITTED, and attached hereto as Exhibit A.

     V.   **Lobbying and Voter Registration.** So that NVF may comply with United States tax laws and maintain its status as a tax-exempt public charity under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), it is understood that the Organization agrees to the following:

A. Not to use any funds from this Grant for lobbying activities, as described in Section 501(c)(3) of the Code.

B. Not to use any funds from this Grant to intervene in any election, to support or oppose any political party or candidate for public office.

C. To familiarize itself with the federal, state, local and foreign rules and regulations applicable to nonprofit organizations, including but not limited to, (1) lobbying rules under the Code and the Lobbying Disclosure Act ("LDA"), (2) Federal Election Commission ("FEC") rules, including those regarding "electioneering" communications, (3) rules governing political activities, (4) ethics rules applicable to interactions with Members of Congress and Executive Branch officials and entities like NVF that retain or employ lobbyists, and (5) any equivalent rules and regulations applicable to activities conducted in any state, local or foreign jurisdiction, and to obtain training as necessary. Basic lobbying compliance

information is provided in Exhibit C. Organization will consult with legal counsel to determine how these rules and regulations apply and comply with all relevant restrictions and reporting requirements.

D. Not to use any funds to carry on, directly or indirectly, a voter registration drive.

VI. **Unspent Funds.** The Organization will return to NVF any portion of the Grant not expended or committed to be expended for the Project by the Grant Period end date. To request a no-cost extension of the grant term, the Organization must provide a written request, including reason and new requested end date, to NVF before the end date of the Grant Period. The Organization must receive an amendment to the Grant to expend funds beyond the Grant Period.

VII. **Reporting Requirements.**
A. *The Organization shall provide NVF with a final report that is due to NVF on or before May 31, 2024.*

The full report must include the following certification:

All [ORGANIZATION] activities conducted with the Grant funds were and are consistent with charitable purposes as set forth in Section 501(c)(3) of the Internal Revenue Code, and [ORGANIZATION] complied with all provisions and restrictions contained in this Agreement, including, for example and without limitation, those provisions relating to lobbying and political activity.

B. The Organization shall prepare the reports in accordance with the reporting guidelines attached hereto as Exhibit B.

VIII. **Interest.** The Organization is encouraged to use all interest earned on Grant funds to further the Project; however, a formal accounting of such income is not required.

IX. **Records.** Organization shall (i) maintain complete and accurate separate accounting for the Grant, detailing receipts and expenditures made under the Grant, and (ii) retain these records during the Grant Period and for at least four (4) years after receipt and acceptance of the final report. During this time, Organization shall make such records available to NVF (or its designated representatives) for inspection or audit at NVF's expense and on reasonable notice to Organization.

X. **Monitoring and Evaluation.** NVF may, at its expense and on reasonable notice to Organization, monitor and evaluate operations under this Grant. Such monitoring and evaluation may include on-site visits and/or discussions with Organization's personnel.

XI. **Publicity.** NVF shall include information regarding the Grant in its periodic public reports, and may include such information in press releases or other publicly available materials.

XII. **Additional Requirements.** Additionally, the Organization agrees:
A. To comply with all applicable laws or regulations in any jurisdiction in which it conducts activities.
B. If the Organization's project involves providing services to, interacting with, or communicating with minors, (a) to comply with all applicable laws regarding reporting of

child abuse or neglect, (b) to implement child protection policies as required by law and industry best practices, and as outlined in its proposal and/or Exhibit A, and (c) to notify NVF immediately in writing of any material changes to its child protection policies.

C. To cooperate with NVF in supplying any additional information or complying with any procedures that any governmental agency might require for NVF to establish that it has observed all requirements of the law with respect to this Grant.

D. To notify NVF immediately of any anticipated or actual changes in the president, executive director or other key personnel identified in the Grant proposal, award letter or this Grant Agreement, or of any anticipated or actual merger, consolidation, sale or transfer of all or substantially all of the Organization's assets. The Organization acknowledges that these changes may trigger NVF's review and reassessment of the Organization's ability to meet the purposes of the Grant. Such review may lead to additional grant provisions or other limitations for unexpended funds.

E. Not to use NVF's name in any report or other document prepared for distribution outside of the Organization, either in printed or electronic form, with the exception of listing NVF along with other donors in an annual report or Grant application.

F. Not to disclose the name of or any information concerning the funder of any NVF project without the explicit written consent of both the relevant funder and NVF.

G. To make any data, research, knowledge and other information developed with these Grant funds freely available to NVF. Organization hereby grants to NVF a perpetual, worldwide right and license to use, publish, distribute, reproduce, copy and modify any intellectual property developed with the Grant funds for non-commercial purposes. NVF shall have the right to grant to third parties sublicenses under the license granted herein. At NVF's request, the Organization agrees to execute all necessary or appropriate documents and take all other reasonable steps to document or formalize such rights in these materials.

H. To use any revenue realized by the Organization from sales or licenses of the intellectual property created or developed with the Grant funds exclusively for the Project or for educational and charitable purposes, and to ensure that such revenue does not inure to the personal benefit of individual(s) or noncharitable entities.

I. Not to engage in intentionally deceptive practices that spread misinformation;

J. Not to denigrate, discriminate against or encourage others to denigrate or discriminate against any person or group based on factors including, but not limited to, race, nationality, age, religion, mental or physical ability, gender, sex or sexual orientation.

K. Not to regrant any of the Grant funds without NVF's explicit prior approval.

XIII.   **International Representations and Warranties.** The Organization hereby represents and warrants that Grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including, but not limited to, the USA Patriot Act of 2001, as amended. The Organization agrees that it is not, and does not employ or associate with, and is not owned, controlled by, or acting for or on behalf of, and that it will take all reasonable steps to ensure that no person or entity expected to receive funds in connection with this Grant is, (1) a "suspected terrorist" as defined in Executive Order 13224; (2) a person that is on the Specially Designated Nationals List maintained by the Treasury Department's Office of Foreign Assets Control; or (3) a person with whom NVF is prohibited from doing business with under any anti-terrorism laws of the United States.   The Organization will use reasonable efforts to ensure that it does not support or promote in any way violence, terrorist activity or related training, or money laundering. The Organization represents that none of the activities financed by this Grant violate U.S. laws that prohibit corrupt payments to foreign officials for the purpose of obtaining or keeping business, and acknowledges that the NVF has not authorized any activity that would constitute such corrupt payments. The Organization will use reasonable efforts to ensure that Grant funds are not used to make corrupt payments to foreign officials for the purpose of obtaining or keeping business.

XIV. **Right to Modify or Discontinue Funding.**
    A. NVF reserves the right to discontinue funding of the Grant and terminate this Agreement at any time if NVF determines, in its sole discretion, that: (i) it is not satisfied with the progress of the Grant or the content of any written report, (ii) Grant funds are not being used by Organization in an effective and efficient manner to further the Grant's purpose, (iii) there is any anticipated or actual changes in the president, executive director or other key personnel, (iv) Organization fails to follow industry best practices, including any applicable child protection policies, or (v) Organization has otherwise failed to comply with the terms of this Agreement.
    B. In the event that NVF makes any such determination, NVF shall have the right to (i) discontinue any further payments to Organization and/or (ii) direct Organization to repay to NVF any Grant funds not used in accordance with this Agreement. NVF reserves the right to discontinue, modify, or withhold any payments due under this Grant, or to modify the terms of this Agreement, to comply with any law or regulation applicable to this Grant or to protect and maintain NVF's tax-exempt status under Section 501(c)(3) of the Code.

XV. **Budget Revisions.** Organization must submit a request for a revision to the Project budget under the following conditions:
    A. For grants of less than three hundred thousand dollars ($300,000), Organization must seek prior written approval from NVF for (i) any Project budget revision that involves moving funds to a previously unfunded line item, or (ii) any Project budget revision that results in a variance of twenty-five percent (25%) or more of any line item.
    B. For grants of three hundred thousand dollars ($300,000) or more, Organization must seek prior written approval from NVF for (i) any Project budget revision that involves moving funds to a previously unfunded line item, or (ii) any Project budget revision that results in a variance of ten percent (10%) or more of any line item.
    C. Budget Revision requests should detail the original Project budget, requested new budget and variance with explanation.

XVI. **Release and Indemnity.** To the fullest extent permitted by law, Organization shall release, indemnify, defend and hold harmless NVF and its directors, officers, trustees, employees, representatives and agents from and against any and all claims, demands, suits, damages, liabilities, injuries (personal or bodily), property damage, causes of action, losses, judgments, costs, expenses and penalties, including, without limitation, court costs and attorney's fees, arising out of (directly or indirectly) or related in any way to the negligent or wrongful acts or omissions of Organization or any Organization director, officer, employee or agent in connection with this Grant or the Project, except to the extent resulting from the negligent or wrongful acts or omissions of NVF.

XVII. **Human Subject Research.** If the Grant is to be used in whole or in part for research involving human subjects, you hereby certify that you will conduct the research in compliance with the ethical standards and the criteria for approval and conduct of research set forth in United States Department of Health and Human Services policy for the protection of human research subjects (45 C.F.R. Part 46 and related guidance, as amended from time to time) and all other federal and state laws applicable to the research project. Such requirements may include, but are not limited to, obtaining and maintaining institutional review board (IRB) approval and obtaining informed consent of participating research subjects.

XVIII. **No Waiver.** Failure by either party to require the other party's performance under any provision of this Agreement shall in no way affect such party's right to require full performance under that or any other provision at any time thereafter. In addition, a party's waiver of a breach of any provision of this Agreement shall not constitute a waiver of any succeeding breach of the same or any other provision, or constitute a waiver of the provision

itself.

XIX.   **Entire Agreement.** This Agreement (a) constitutes the entire understanding of NVF and the Organization with respect to the subject matter herein, and supersedes all prior agreements and understandings, whether oral or written; (b) is made exclusively with the Organization and may not be transferred or assigned to any other organization or person without NVF's prior written approval; and (c) may be amended or modified only by a mutual written agreement between the parties.

XX.   **Notices.** All notices and other communications under this Agreement shall be in writing, and shall be deemed duly given (a) on the date sent by e-mail if sent during normal business hours of the recipient during a business day, and on the next business day if sent after normal business hours of the recipient, (b) if sent via a nationally recognized overnight courier service (delivery receipt requested), with charges paid by the mailing party, on the later of (i) the first business day following the date of dispatch, or (ii) the scheduled date of delivery by such service, or (c) on the fifth business day following the date of mailing, if mailed by registered or certified mail, return receipt requested, postage prepaid to the party receiving the notice or communication.

All notices and other communications shall be sent to the following addresses, or such other addresses as the parties may designate from time to time by notice in accordance with this Section XX:

To New Venture Fund:
Morgan Milazzo
Morgan.milazzo@arabellaadvisors.com
1828 L Street, NW, Suite 300-A
Washington, DC 20036

To <GRANTEE>:
[PRIMARY CONTACT Name]
[PRIMARY CONTACT E-mail Address]
[GRANTEE Mailing Address]

XXI.   **Governing Law.** This Agreement shall be deemed to be made under, and in all respects shall be interpreted under and governed by, the laws of the District of Columbia.

[Remainder of Page Intentionally Left Blank; Signature Page to Follow]

Agreed to and accepted on behalf of <ORGANIZATION>:

_____   _____
Signature   Date

Name: [SIGNATORY CONTACT]   Title: [TITLE]

Agreed to and accepted on behalf of the New Venture Fund:

_____   _____

Signature   Date

Name: Title:

EXHIBIT B: SUPPLEMENTAL REPORTING GUIDANCE FOR CHALLENGE GRANTEES

PIT-UN is interested in understanding how you used the Challenge funds and the impact you were able to achieve during the grant period. The Network is equally interested in learning about your successes and challenges, and would like to hear what you learned in the process. Please provide candid, reflective responses to the questions below. The information you share as part of your final report will help inform PIT-UN's future strategy and programs.

As part of the Grant Agreement, you are required to submit all mid-grant reports by supplemental reporting by May 30, 2024 and all final reports by March 30, 2025.

Mid-Grant Report

In your narrative report, ***submitted through the grant management portal***, please address the following questions:

1) **Project Summary** (300-word limit) Please provide a summary of the status of your project to date. In your narrative of the project, please include:
   a. Activities and progress
   b. Institutional issues and/or project challenges
   c. Partner issues or challenge
2) **Progress Toward** Objectives & Deliverables (300-word limit) As part of your grant application, you listed expected outcomes and deliverables. Please list the outcomes and deliverables listed in your grant application.
   a. Of the listed outcomes and deliverables, which, if any, have been accomplished?
3) **Challenges or Lessons Learned** (500-word limit) In the listed outcomes and deliverables, what are the challenges in meeting the deliverables outline in the application?
4) **Project Impact** (200-word limit) Describe how your project is meaningfully addressing the barriers to equity and access related to Public Interest Technology that you identified in your original grant proposal. Please describe what challenges you experiencing in meeting equity, diversity and inclusion related to your ongoing project. (300-word limit)
5) **Network Impact** (300-word limit) Describe how your project is creating shared resources or otherwise strengthening the community of educational institutions committed to Public Interest Technology. (300-word limit)
6) **Institutionalization of PIT** (300-word limit) Describe how, if at all, your project will contribute to Public Interest Technology becoming institutionalized within your university (i.e., through committed university funds, support from leadership, or collaboration between departments, faculty, or other groups). If you do not anticipate Public Interest Technology will become institutionalized in the short- or long-term, please explain why.
7) **Budget & Expenses to Date**
   a. Total funding request
   b. Total expenses to date
   c. Total In-kind funding propose
   d. Total In-kind funding utilized to date
   e. Please explain any unforeseen expenses or other adjustments you have had to make to your proposed budget.
   f. The Network Challenge Grants have a 16-month grant term, please upload a copy of the grant

expenses to date spreadsheet*

Final Reports

In your narrative report, *submitted through the grant management portal*, please address the following questions:

1) **Project Summary** (300-word maximum)**:** Please provide a clear and concise statement summarizing the work your institution(s) completed during the duration of the grant period.
2) **Objectives & Activities:** (250-word limit) Describe the specific objectives of the project supported by the Challenge. Summarize the activities you engaged in during the grant period to accomplish these objectives, and any progress towards the outcomes or impact that you were hoping to achieve.
3) **Key Drivers of Meeting the Project Objectives:** (250-word limit) Were you able to accomplish your objectives, please describe what you saw as the key drivers or enabling conditions of that success. If applicable, please share a specific instance or event that illustrates the impact of your project.
4) **Expected Outcomes:** (200-word limit) As part of your grant application, you listed EXPECTED outcomes and deliverables. Please list the original outcomes and deliverables you listed on your grant application**.**
5) **Achieved Outcomes & Deliverables:** (500-word limit) Please list the ACHIEVED (FINAL) outcomes and deliverables here**.**
6) **Project Impact Statement:** (200-word limit) Provide a clear and concise impact statement regarding your work.
7) **Equity, Diversity, Inclusion and Number of Participants:** (500-word limit) Describe how your project meaningfully addressed the targeted community and the demographics of the project participants compared to the demographics of the larger population. If your project was not able to address said barriers as meaningfully as intended, please describe what challenges you experienced or lessons you learned. What sources of bias was the project subjected to and what mitigation strategies did you employ to generate more equitable outcomes to engage, serve, and collaborate with those populations in ways that are informed by best practices.
   a) Estimate the percentage of non-majority project participants.
   b) Demographic
8) **Lessons Learned and Challenges** (500-word limit) In the final outcomes and deliverable you listed above, highlight any challenges, expected or otherwise, or lessons learned throughout the grant period. Describe any adjustments or changes you made to your activities to address challenges as they arose.
9) **Network impact:** (300-word limit) Describe how your project created shared resources or otherwise strengthened the community of educational institutions committed to Public Interest Technology.
10) **Institutionalization of Public Interest Technology:** (300-word limit) Describe how, if at all, your project will contribute to Public Interest Technology becoming institutionalized within your university (i.e., through committed university funds, support from leadership, or collaboration between departments, faculty, or other groups). If you do not anticipate Public Interest Technology will become institutionalized in the short- or long-term, please explain why.
11) **Attachments:** In addition to the report narrative, please submit the following attachments:
    a) **Financial report** detailing final accounting of budgeted vs. actual expenditures of all grant funding, including the entire project budget and all sources of revenue and expenditures (including grassroots and direct lobbying expenditures, if applicable), in addition to this Grant.
    b) **Artifacts and Open Educational Resources (OER)**: and other artifacts developed with grant funds
       i)   A list of all intellectual property and assets purchased or created with the Grant.
       ii) Any publications or media generated as a result of your project.
12) **Certification***: All [GRANTEE NAME] activities were and are consistent with charitable purposes under*
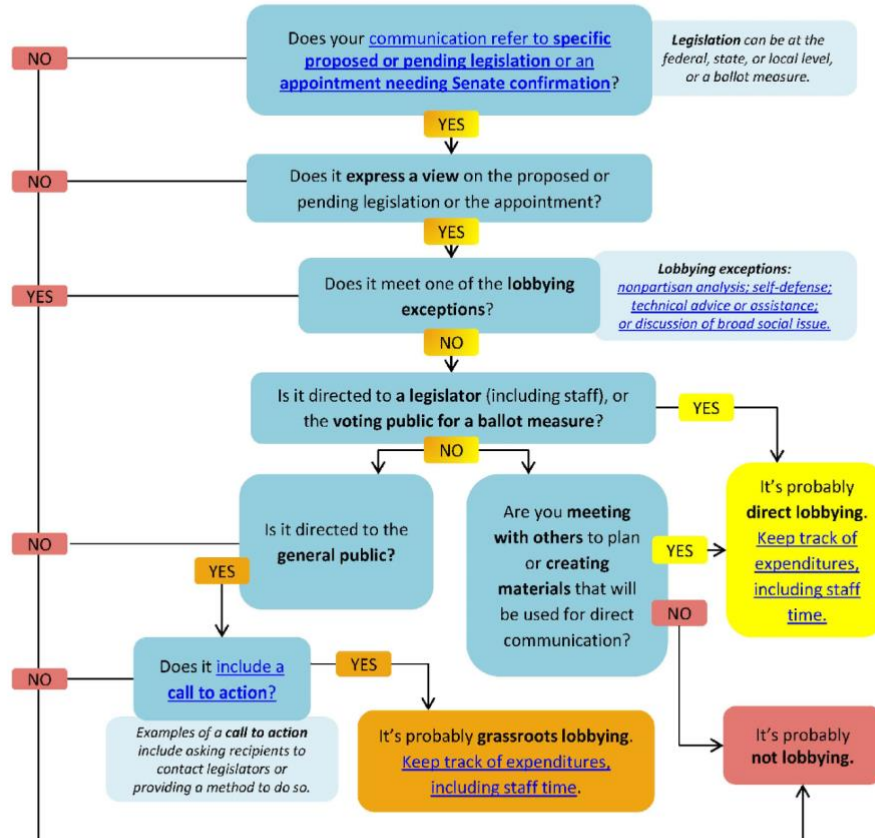

Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code, and [GRANTEE NAME] complied with all provisions and restrictions contained in this Agreement, including, for example and without limitation, those provisions related to lobbying and political activity.

EXHIBIT C: ADVOCACY DEFINITIONS

Source: Bolder Advocacy (www.bolder advocacy.org)
Please note that the information in this chart applies only to Organizations that have formally elected to measure their lobbying activities under Section 501(h) of the Internal Revenue Code. Please consult with counsel on any questions regarding whether an activity is lobbying, and for guidance on measuring lobbying activity if you are an Organization that has not filed IRS Form 5768