The focus for a PCI Foundation Grant Proposal is on student outcomes and industry partnerships.

All PCI Foundation Grants must be executed as a partnership between a University school of architecture, engineering or construction management and a local precast industry partner (i.e, PCI Certified precast plant or regional PCI Chapter), with the grant funding going directly from the PCI Foundation to the school or school’s foundation. Therefore, it is crucial that every proposal be written in partnership between the school and the industry partner.

A cover sheet for the proposal must include all the following information:

Name of Faculty and Partner Coordinators and their titles, University or company, address, email and phone number. Additional partners and participants may also be listed on the cover sheet.

Introductory Page
The Introductory page should include the following sections:

- Executive summary including student outcomes
- Financial Commitment Requested & Length of Grant (Per Year and total) from the Foundation

Executive Summary
Start with your executive summary to introduce the idea behind your proposal and give a few examples of how it will work and the student outcomes you expect in 200-400 words. The executive summary is the single most important piece of your proposal. Spend time on it and make sure that it is clear, concise, and understandable. Include your goals for the program.

When writing the PCI Foundation proposal, please keep the focus on student outcomes as clearly as possible. While the PCI Foundation values a school’s reputation and prospects, that information is often “boilerplate” text that can be included in the addendum. The proposal focus should be why the school is a good fit with the PCI Foundation.

Examples of what you might include:

- How will you partner with the PCI Foundation and industry partner/s?
- Is there a history of working with industry, or a school administration change asking for a focus on industry partnership?
- How can our industry help you bring more value to your student’s educational experience?
- What does your school offer to the PCI Foundation that we may not be getting elsewhere?
Other Required Sections

The remainder of the proposal (3-5 pages) must include the following sections and information.

Overview of New Curriculum Being Developed/Program

Description – The PCI Foundation prefers that new curriculum include 400/500 level courses, but often has found that new curriculum is developed for other courses leading up to the precast-specific material being taught. Additionally, preference is given to experiential learning and industry partnerships.

Some other items that might be included in this section:
- Sequence in which concepts are presented
- Integrated programming (between schools or departments)
- Research (only via pedagogy / teaching)
- Creating multi-media open educational resources
- Self-directed learning for students (creating walking tours, sharing their project summaries, student videos, competitions etc.)

Involvement of local industry partner – Every new grant requires close involvement by the local industry partner. The partnership should start prior to initiation of the grant, beginning in the proposal stage.

Qualifications of Faculty & Commitment of Instructors - Please include a short assessment of faculty and instructors who will be part of the program.

Student Learning Goals - What are the overall goals for student learning with this grant? These goals should be formulated with both the curriculum needs of the university and the industry needs of the precast industry and local partner/s.

Some examples of goals for student learning might include:
- Precast/prestressed concrete design basics
- Knowledge of local & national precast resources
- Cooperative learning
- Industry involvement
- Critical thinking
- Online learning opportunities (PCI Academy)

Statement of Perceived Impact of the Program

Please share how you feel the PCI Foundation grant will impact the school, the precast industry, your students, and your community.

Instructional methods and activity types supported - The proposal should share the activities you plan and methods you plan to use to reach your goals for student learning. These may include items such as:
- Integrated curriculum/ collaboration
- Community Engagement
- Big Beam Competition
- Project Precast Competition
- Design Studios
- New precast videos
- Mentorship programs
- PCI Chapters / Precast Clubs
- After Hours “Boot Camp”
- Plant Tours
- Project Tours (finished or in progress)
- Design Competitions
- Professional Firm partnerships
- Small projects
- Teaching models
- Travel to PCI Convention
- Guest Lectures
- Poster Session
- Senior projects
- Design Charrettes
- Webinars
**Assessment/adjustments/reporting:** The PCI Foundation typically provides a multi-year grant in order to allow curriculum to be assessed and adjusted over the life of the grant. Your grant application should include information on how this will be approached. Plans for making reports to the PCI Foundation - will you do a written report, videos, photos, student blogs, Facebook page, website, social media, etc.?  

**Continuity:** Please describe plans for continuity of program - what will happen when the grant is finished? Will the program continue? Will precast industry relationships be maintained?  

**Budget Information:** A summary of the budget for the program must be included. The budget request must include total of amount requested and spell out how much you wish to receive each year.  

**Community Partnerships:** Additionally, if there is to be a non-precast community partner, please share information about that partner in the grant proposal.

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**Addendum**

In addition to the required information above, you may attach an addendum to the proposal which may include some of the following items.

- Faculty CVs (1-2-page version suggested)
- Team Bios
- University and departmental overview (quality and reputation)
- Related Faculty Articles and Research
- Courses in the Current Curriculum & Expanded
- Course Descriptions /Learning Objectives
- Examples of Prior Coursework with Students

**Letters of support** - Please include letters of support from any of the following:

- School Administration
- PCI Regional Association
- Industry Partners
- Local Precast Fabricators
- Precast Industry Suppliers
- Others as appropriate (community partners)

**For questions on how to develop a proposal** - Call Marty McIntyre at (708) 386-3715 or email martymci@pci-foundation.org.

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Included with almost every PCI Foundation Grant Proposal are letters of support from the academic institution and the local industry that hopes to work with the school receiving the grant. The partnership between industry and school is the key component to every PCI Foundation grant - we place that relationship high on the list of criteria of what we look for in a worthy proposal.

Before writing a letter of support, a local partner and the school should already know each other. While every specific detail for the program might not be worked out - the general idea of what will happen after the grant is awarded should be agreed upon by both the faculty and the industry partner. A good support letter offers general well wishes and intent, and yet a support letter can convey so much more. A great support letter offers specifics:

- **Identify the players** - who will be involved with the program, what will they do and how much time will they spend, let us know your point of contact?
- **Pinpoint the resources** you plan to use to support the program
- **Spell out in-kind support** you will provide - materials, books, literature, bedtime, etc.
- Provide information on your previous and future **support of the PCI Foundation**
- Share how the program will **support your local needs** - will you hire graduates? Will they work for consultants who design with your products locally? What does it mean to you?

The easiest way to do all of these things is to work with your Trustee Liaison and local partner to make sure that all the questions are answered and that you format the proposal in a way that makes it easy to read and understand.