

# University of Denver Public Good Fund Request for Proposals (RFP)

Center for Community Engagement and Service Learning  
AY 2015-2016

## **Background**

In 2001, the University of Denver formally adopted language in our vision statement that commits the institution to becoming “a great private university dedicated to the public good.” As a means to achieving this vision, the Provost has provided an annual fund of \$100,000 to promote and increase faculty public good research and outreach at the University.

## **Engaged Scholarship at the University of Denver**

Engaged scholarship comprises intellectually and methodologically rigorous work that is grounded in the norms of democratic education: “inclusiveness, participation, task sharing and reciprocity in public problem solving, and an equality of respect for the knowledge and experience that everyone involved contributes to education and community building” (Saltmarsh & Hartley, 2011, p. 17). At its heart, engaged scholarship differs from approaches that emphasize one-way applications of faculty expertise to community problems. Instead, engaged scholarship intentionally:

- Emphasizes the co-production of knowledge in the context of reciprocal partnerships with community stakeholders.
- Pursues work to confront public problems.
- Demonstrates strong collaboration with community partners in proposal and project development.
- Forges a collaborative enterprise between academic researchers (professors and students) and community members, which validates multiple sources of knowledge and promotes the use of multiple methods of discovery and of dissemination of the knowledge produced.

*Only projects that meet the definition and criteria of engaged scholarship will be funded. See [http://www.du.edu/ccesl/scholarship/pg\\_fund\\_for\\_faculty.html](http://www.du.edu/ccesl/scholarship/pg_fund_for_faculty.html) for more information.*

## **Funding Type and Amount**

Grants up to \$15,000 are available for projects that will result in measureable impacts in the community through established community partnerships. **Please note** that the Public Good Fund Review Committee welcomes proposals with smaller budgets, particularly in cases where faculty are new to community-engaged research or working with relatively new community partners.

In addition to carrying out the proposed project, recipients are expected to complete tasks in each of the following three categories:

- Scholarship (one of the following)
  - Submit at least one abstract to present your engaged scholarship at a regional, national or international conference;
  - Submit at least one scholarly or community-based essay or journal article on your engaged scholarship;
  - Prepare a grant proposal to continue/sustain your engaged scholarship.
- Institutionalization
  - Work with CCESL to disseminate information about your engaged scholarship (e.g., through the Public Good Newsletter; research-sharing events).

- Reporting
  - Submit a Final Report to the Public Good Fund Distribution Committee after the close of the project period (Final Report template available at [http://www.du.edu/ccesl/media/documents/2012-2013\\_pg\\_final\\_report\\_template.pdf](http://www.du.edu/ccesl/media/documents/2012-2013_pg_final_report_template.pdf)). The report must detail completion of the scholarship and institutionalization expectations listed above. In most cases, CCESL publishes Final Reports in the Public Good Newsletter.
    - Note: The Final Report must be submitted and all budget charges finalized before the applicant is eligible to submit an application for future funding from the Public Good Committee.
  - We ask for your help in filling out a brief (15 minute) survey to help CCESL and DU assess the outcomes of community-university partnerships and develop programs to improve impact. Please follow the link below to see an Information Sheet and access the survey. We welcome you to please also invite your community partner to fill out this survey by forwarding this email. If you have any questions, please email [ccesl@du.edu](mailto:ccesl@du.edu).  
[https://udenver.qualtrics.com/SE/?SID=SV\\_eghRxCeYsyUTuOp](https://udenver.qualtrics.com/SE/?SID=SV_eghRxCeYsyUTuOp)

Note that any use of Public Good Funds must be in accordance with institutional policies as detailed at [www.du.edu/bfa](http://www.du.edu/bfa). For example (but not limited to): research involving human or animal subjects must be reviewed by the DU Institutional Review Board; international travel must be coordinated through the Office of International Travel; driving using institutional funds must be in adherence to the Risk Management Driving Policy [www.du.edu/risk](http://www.du.edu/risk).

### **Eligibility**

All appointed faculty members are eligible to apply, which includes faculty members from Tenure Track, Research, Clinical, and Teaching lines. Adjunct faculty are not eligible to apply.

While involvement of undergraduate and/or graduate students in the project is encouraged and valued, proposals must reflect work for which the faculty is the primary scholar. Projects for which undergraduate and/or graduate students are the primary scholars are not eligible. Faculty cannot receive funding for more than one Public Good Fund proposal at the same time. **Faculty who have received prior Public Good Fund grants must make clear in the Project Narrative how this proposal differs from the work that was previously funded.**

### **Use of the Funds**

Grants are intended to cover faculty expenses beyond normal departmental support. They are not intended to relieve departmental budgets or to relieve the budgets of community partners. Most expenses for research and creative activity are eligible.

#### **Examples of Fundable Expenses**

- *Summer salary*: Faculty members may apply for *up* to one month of summer salary. For summer pay, total faculty salary cannot exceed 12 months of full pay. The proper calculation for one month summer salary is 1/9 of a 9 month salary;
- *Project-related travel expenses* (e.g., transportation, housing, and meals): Travel expenses in excess of 20% of total budget must be justified in budget narrative;
- *Other fundable expenses include*: materials, specialized equipment, research assistant pay, interview transcription and data coding, duplicating and mailing questionnaires.

#### **Non-Fundable Expenses**

- Computers

- Please note: If your project requires computers for use by student collaborators on your project, please contact Anne DePrince ([adeprinc@du.edu](mailto:adeprinc@du.edu)). CCESL will try to arrange for you to borrow a laptop for student use during the fund period.
- Conference attendance
- Routine office expenses
- Expenses that have already been incurred
- Student tuition
- Compensation of students for academic, credit-bearing service

Funds must ordinarily be spent within 12-24 months of the date on which the grant was awarded. Award notifications are usually made within 6-8 weeks of the proposal deadline. For planning purposes, March 15 is a reasonable start date. If additional time is needed beyond the proposed end date, a request for extension must be submitted in writing. A written request must be submitted to the CCESL Director that includes the dollar amount remaining, the reason for the extension, and a revised timeline.

Interested applicants with questions about how to best develop a proposal are encouraged to contact Anne DePrince at [anne.deprince@du.edu](mailto:anne.deprince@du.edu).

### **Selection Process and Criteria**

The available funds are distributed across proposals that are deemed most fundable by the Public Good Fund Distribution Committee. The Committee bases its selection on the quality of the proposal, including the budget request and narrative. The Committee places a high premium on proposals that fit the definition of engaged scholarship, are developed in close consultation with a community partner, present a coherent set of goals and outcomes, and are sustainable for the future. The Committee also considers the overall balance of the Public Good portfolio in order to support high quality projects across disciplines and faculty rank as well as to support faculty who have not previously received Public Good Fund grants.

### **Submission Deadline**

Grants are reviewed once a year. The deadline for 2015-2016 proposals is Tuesday, January 19, 2016 at noon.

Email confirmations of receipt of applications are sent; if you do not receive an email confirmation within 48 hours of submitting materials, please email [ccesl@du.edu](mailto:ccesl@du.edu). Award notices are usually sent to applications within 6-8 weeks of the deadline.

To submit a proposal, applicants must **email a single pdf of the proposal to [ccesl@du.edu](mailto:ccesl@du.edu) with PUBLIC GOOD FUND PROPOSAL in the subject line**. No hardcopies of proposals will be accepted. The proposal includes:

- Cover Pages
- Project Narrative
- Appendix (optional)
- Budget and Budget Justification
- 2 page CV for each faculty applicant

Two letters of support are also required: 1.) from your chair or dean; and 2.) from your community partner(s). **Letters of support must be sent directly to [ccesl@du.edu](mailto:ccesl@du.edu) from the letter's author with PUBLIC GOOD FUND PROPOSAL LETTER OF SUPPORT in the subject line. Community partner letters must be included from all partners described in the proposal.**

**Proposals received after the deadline or that fail to follow requirements (including support letters) will not be considered.**

## Public Good Fund Application, 2015-2016

### COVER SHEET

Please copy and include the following information on page 1 of the pdf application submitted:

#### I. FACULTY APPLICANT INFORMATION

- a. Faculty Name(s):
- b. Email(s):
- c. Department/School/Center:
- d. Academic Rank:
- e. Is this project currently being funded in any way? Indicate YES or NO.
- f. Have you applied for any other funds to support your current project? Indicate YES or NO.
- g. If you answer yes above, have funds been approved? Yes/No. If so, provide details about source and amount.
- h. Will your unit supplement this grant with existing monies? Indicate YES or NO. If so, please explain.
- i. Have you previously received a Public Good Fund grant? Indicate YES or NO. If YES, the Project Narrative should address how this proposal differs from previously funded projects.
- j. *I understand that any use of Public Good Funds must be in accordance with institutional policies as detailed at [www.du.edu/bfa](http://www.du.edu/bfa).* Indicate YES or NO

#### II. CURRENT PROJECT INFORMATION

Title:

Community Partner(s):

Amount Requested: \$

Preferred Project Start Date:

Project End Date<sup>1</sup>:

**Project Abstract:** Please provide a brief summary of the project (not to exceed 150 words)

**Knowledge Production and Dissemination in Scholarly Outlets.** Detail a specific plan for dissemination of work/findings in scholarly outlets. This should include examples of journals and conferences to which you would submit work as well as a rationale for these outlets (not to exceed 200 words).

**Knowledge Production and Dissemination in Community.** Detail a specific plan for dissemination of work/findings to community partner and larger public (not to exceed 200 words).

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<sup>1</sup> End dates are the date by which the final report is submitted to CCESL and all funds have been spent. Upon receipt of the final report, unused funds will be returned to the Public Good Fund.

## PROJECT NARRATIVE

### FORMATTING REQUIREMENTS:

The Narrative, which includes all components detailed below, must begin on a new page (separate from Cover Pages) and be:

- No more than 5 pages (excluding references)
- Double-spaced
- 12-point, Times New Roman font

Applications that violate these formatting requirements will not be reviewed.

### PROJECT NARRATIVE:

Describe your project and how you propose to use the funds. The narrative should be specific, clear, concise and accessible to an interdisciplinary review committee. The narrative must provide evidence that this project qualifies as engaged scholarship by addressing the following:

**Definition of public problem.** Define the problem to be addressed in terms of both academic (e.g., drawing on relevant academic literatures, the applicant's past scholarship) and community understanding of the issue.

**Community partnership.** Describe community partner (s). Explain the history of this partnership, the roles of the community partner and DU stakeholders for this project. Explain any role-sharing across the involved institutions. Clearly identify and describe the community that the project is intended to impact as well as ways that the community will participate in the project. Proposals that demonstrate project development in the context of reciprocal community partnership and asset-based understandings of the community will be prioritized.

**Goals.** Define the specific goals of the project in terms of scholarship and community impact.

**Methods.** Outline the methods you will use to meet the above goals, including details about approach to scholarship as well as involvement of community partner. Applicants are encouraged to include instruments, curricula, and other examples of project materials in an Appendix (**do not** use the Appendix for extra space in describing methods/procedure; use the Appendix only to provide reviewers with copies of relevant materials).

**Results.** Describe a plan to analyze the results of this project. The plan should include metrics by which you assess whether the goals of the project were met.

**Benefits to Faculty Scholarship.** Describe how this project will benefit your scholarship. This should reflect how the multidirectional flow of knowledge in engaged scholarship affects your scholarship development.

**Benefits to Community.** Describe how this project will benefit the community partner and the community in terms of community-identified needs and/or goals.

**Sustainability.** Explain how the project will be sustained beyond the funding cycle of this grant. For example, what other funding sources will you look for to sustain this project? What capacity-building will be done in the community to contribute to sustainability?

**Student Involvement.** Describe the ways in which students (undergraduate or graduate) will be involved in this project; and how this involvement will benefit their education.

## BUDGET AND BUDGET JUSTIFICATION

### **BUDGET**

	<b>Amount Requested</b>	<b>Other Support*</b>	<b>Total Budget</b>
<b>Salaries</b>			
Student			
Other DU Labor**			
<b>Total Salary</b>			
<b>Fringe***</b>			
Student Labor (academic year)			
Non-Appointed Hourly			
Appointed Staff			
<b>Total Fringe</b>			
<b>Supplies and Expenses</b>			
<b>Equipment</b>			
<b>Travel****</b>			
<b>Publication, Exhibition or Performance Expenses</b>			
<b>Other (please specify below)</b>			
<b>TOTALS</b>			

\*List any support your academic unit or any other funding source is providing for this effort (e.g. secretarial support, graduate research assistant, partial departmental funding, reduction in other assignments, etc.)

\*\*If "Other DU Labor" includes faculty or staff stipends (including summer salary) you must include a section in the Budget Justification about how the work goes above and beyond current DU responsibilities.

\*\*\*Please use student or non-benefitted (for faculty summer salary) fringe rates as appropriate. .

\*\*\*\*Travel in excess 20% of the total project budget must be justified in budget narrative.

### **BUDGET JUSTIFICATION**

Detail a justification for each budget item requested. If justification for an item is not specific the item will be deducted from the budget. If students are being paid to assist with the project please describe the expected outcomes of their work. Be sure to fully justify stipends and travel expenses.

## LETTERS OF SUPPORT

*A letter of support from the applicant's chair, dean or supervisor is required.* This letter should highlight the importance of the proposed public good activity from a departmental perspective as well as department support for the faculty member(s) to undertake the proposed work. This statement should also explain why this project cannot be funded by normal departmental support.

*A letter of support from the community partner(s) is required.* This letter should explain how the partnership was developed, how the proposed project meets a community-defined need, how the applicant and the community partner developed the project together, and how the collaboration will continue. Letters must be included for all community partners mentioned in this proposal, if more than one is mentioned.

**Letters of support must be sent directly to [ccesl@du.edu](mailto:ccesl@du.edu) from the letter's author with PUBLIC GOOD FUND PROPOSAL LETTER OF SUPPORT in the subject line.**