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

Center for Community Engagement to advance Scholarship & Learning  
AY 2019-2020

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 creative work at the University. This year, an additional $40,000 is available to help ongoing projects continue as they bridge to external funding.

Community-Engaged Scholarship at the University of Denver
Community-engaged scholarship intentionally:
- Addresses public problems;
- Emphasizes the co-production of knowledge in the context of reciprocal and mutually beneficial partnerships with community stakeholders;
- Demonstrates strong collaboration with community partners in all stages of the research and creative work process, from proposal and project development to implementation and dissemination. Community is defined broadly and partners could be nonprofits, grassroots organizations, government agencies or entrepreneurs/businesses. Community partners are not typically collaborators from other universities;
- Includes dissemination to multiple audiences (e.g., traditional academic audiences, community audiences).

Only projects that meet the definition and criteria of community-engaged scholarship will be funded. Visit bit.ly/DUPGFund to access an electronic version of this RFP and a summary of past awardees.

Funding Types and Amounts
In AY 2019-2020, two types of grants will be supported.

Public Good Grants:
Grants up to $15,000 are available for projects that will result in measureable public impact through community-engaged research or creative work that is conducted in the context of mutually-beneficial and reciprocal community partnership. 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.

Public Good BRIDGE Grants:
Grants up to $20,000 are available for well-established projects where bridge funding is needed to sustain an ongoing project as faculty pursue external funding for long-term sustainability. The BRIDGE grants recognize that lapses in funding while seeking external, sustainable funding can threaten the stability and potential long-term impact of projects. Projects eligible for BRIDGE funding should, similar to Public Good Grants, demonstrate community-engaged research or creative work conducted in the context of mutually-beneficial and reciprocal community partnership.
**Expectations:**
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 *Public Good Impact*, the CCESL 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 [here](#)). The report must detail completion of the scholarship and institutionalization expectations listed above. In most cases, CCESL publishes Final Reports in *Public Good Impact*, the CCESL 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 Fund Distribution Committee.

**Eligibility**
All appointed faculty members are eligible to apply for Public Good or Public Good BRIDGE grants. This includes faculty members from Tenure Track, Research, Clinical, and Teaching lines. Adjunct faculty and graduate students are not eligible to apply.

To be eligible for a Public Good BRIDGE grant, applicants must demonstrate that the community-engaged research or creative work conducted in the context of mutually-beneficial and reciprocal community partnership is well-established and making an impact; and that efforts are underway to secure external, sustainable funding. For example, a proposal might document that the project is well-established based on successful support from a Public Good Grant or other sources and use results from that project to demonstrate impact.

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 (e.g., PI or co-PI) 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; for BRIDGE grants, faculty should make clear how this funding supports the continuation of an ongoing project.**

**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 (anne.deprince@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, June 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.

Any use of Public Good Funds must be in accordance with institutional policies as detailed at 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.

Interested applicants with questions about how to best develop a proposal are encouraged to contact Anne DePrince at 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 proposals is Monday, March 2, 2020 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. 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 with PUBLIC GOOD FUND PROPOSAL in the subject line. No hardcopies of proposals will be accepted. The proposal includes:

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

Two letters of support are also required: 1.) from the Chair or Dean of each faculty member on the proposal; and 2.) from your community partner(s). Letters of support must be sent directly to 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.
Please copy and include the following information on page 1 of the pdf application:

I. FACULTY APPLICANT INFORMATION

   a. Faculty Name(s):
   b. Email(s):
   c. Department/School/Center(s):
   d. Academic Rank(s):
   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. If you answer yes above:
      1. Where have you applied and for how much?
      2. Have funds been approved? Yes/No.
   g. Will your unit supplement this grant with existing monies? Indicate YES or NO. If so, please explain.
   h. Applying for:
      ____ Public Good Grant or
      ____ Public Good BRIDGE Grant.
   i. Have you previously received a Public Good Fund grant? Indicate YES or NO. If YES and you are applying for a Public Good Grant, the Project Narrative must 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. Indicate YES or NO

II. CURRENT PROJECT INFORMATION

   Title:
   Community Partner(s):
   Amount Requested: $
   Preferred Project Start Date:
   Project End Date¹:

   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).

¹ 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.

NOTE: Project Narrative instructions vary by application type – Public Good Grant or Public Good BRIDGE Grant.

PROJECT NARRATIVE for PUBLIC GOOD GRANT:
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.

**PROJECT NARRATIVE for PUBLIC GOOD BRIDGE GRANT:**
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 for BRIDGE funding by addressing the following:

**Overview of the Current/Previous Project.** Please include a brief history of the project you are seeking bridge funding to support, including a description of the public problem being addressed, the community partner(s) involved and their roles, and any student (undergraduate or graduate) involvement.

**Results and Impacts of the Current/Previously Funded Project So Far.** Describe the outcomes of the project, benefits to faculty scholarship, and benefits to the community.

**Continuation of the Project with BRIDGE funding.** How will bridge funding be used to provide continued support to your project. Please include a description of any modifications, changes, or expansions of the current project.

**Current Efforts to Secure Additional Funding.** Explain your efforts thus far to secure other funding sources to sustain this project.

**Future Plans to Secure Additional Funding.** Explain your plans for the next 12 months to secure other funding sources to sustain this project.
BUDGET AND BUDGET JUSTIFICATION

Please be sure to review the RFP section on “Use of Funds” for fundable and non-fundable expenses.

**BUDGET**

### Salaries

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<th>Amount Requested</th>
<th>Other Support*</th>
<th>Total Budget</th>
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<tr>
<td>Other DU Labor**</td>
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<td><strong>Total Fringe</strong></td>
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### Supplies and Expenses

- Equipment
- Travel****
- Publication, Exhibition or Performance Expenses
- Other (please specify below)

### TOTALS

*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 University fringe rates for students or faculty (non-benefitted summer salary only), available [here](#).

****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 each faculty 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 from the letter’s author with PUBLIC GOOD FUND PROPOSAL LETTER OF SUPPORT in the subject line.