

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

Center for Community Engagement to advance Scholarship & Learning  
AY 2022-2023

Click here to access the [online application](#).

## Background

The University of Denver's vision is to be "a great private university dedicated to the public good." As a means to achieving this vision, the Center for Community Engagement to advance Scholarship and Learning (CCESL) oversees an annual fund of \$100,000 to promote and increase community-engaged research and creative work that involves faculty and community. This year, an additional \$40,000 is available to help ongoing projects continue as they bridge to external funding.

More on [CCESL](#)

- Vision: A university collaborating with communities to improve lives.
- Mission: To activate university and community potential through partnership.
- Values: Collaboration for the public good characterized by mutual benefit, fierce optimism, tenacity, rigor, democratic participation, equity, and inclusion.

## Community-Engaged Scholarship at the University of Denver

Community-engaged scholarship:

- Addresses public problems;
- Emphasizes the co-production of knowledge in the context of reciprocal and mutually beneficial partnerships with community stakeholders;
- Values critical approaches that strive for equity and inclusion;
- Demonstrates strong collaboration with community partners in all stages of the research or 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/PublicGoodFund](https://bit.ly/PublicGoodFund) for a summary of past awardees.

## Funding Types and Amounts

In AY 2022-2023, 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.

### Eligibility

All appointed faculty members are eligible to apply for Public Good or Public Good BRIDGE grants. This includes faculty members from Tenure-Line Professorial Series, Professorial Series in University Libraries, Teaching Professorial Series, Clinical Professorial Series, Professor of the Practice Series. Adjunct faculty, Visiting faculty, and graduate students 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 (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.**

To be eligible for a Public Good **BRIDGE** grant, applicants must demonstrate:

- a well-established faculty-community partnership involving research and/or creative work that has had measurable impact to date; and
- efforts to secure external, sustainable funding.

### 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 appropriate project-related work. 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 [ccesl@du.edu](mailto:ccesl@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 Executive 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](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).

Interested applicants with questions about how to best develop a proposal are encouraged to contact [ccesl@du.edu](mailto:ccesl@du.edu). Please also watch for an information session.

### **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, comprised of interdisciplinary faculty and 1-2 community members, undergoes an orientation to this RFP and community-engaged methods before conducting reviews. The Committee bases its selection on the strength of responses to project information questions and letters. 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.

### **Expectations if Funded**

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 (templates linked below). 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.
    - [Final Project Report Template for Public Good Grants](#)
    - [Final Project Report Template for Public Good BRIDGE Grants](#)
    - 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.

## Submission Deadline

Grants are reviewed once a year. The deadline for proposals is Monday, March 6, 2023 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 8 weeks of the deadline.

## Application Materials and Submission Process

The main application must be submitted via [this online application](#). As described in detail below, the main application includes several parts:

1. Faculty Applicant Information (described below, enter via link)
2. Project Information (described below, enter via link)
3. Budget and Budget Justification (describe below, prepare as an attachment)
4. 2-page CV for each faculty applicant (prepare as an attachment)
5. Appendix (optional) (prepare as an attachment)

Parts 1 and 2 will be entered directly by applicants into the application form (we recommend that applicants prepare their responses offline and then copy/paste the final versions into the application form). Parts 3-5 should be added as attachments uploaded into the application form.

In addition, applicants must also request that the following brief letters be sent to [ccesl@du.edu](mailto:ccesl@du.edu) by the application due date:

1. A letter of support from the Chair or Dean of each faculty member on the proposal
2. A letter of collaboration from your community partner(s). This brief letter should describe the community partner's assessment of the collaboration and potential benefits of the project to the community.

### Part 1: FACULTY APPLICANT INFORMATION (enter your responses in the [online application](#)).

For each faculty member, include:

- Name
- Email
- Department/School/Center
- Academic Series (select one):
  - Tenure-Line Professorial Series
  - Professorial Series in University Libraries
  - Teaching Professorial Series
  - Clinical Professorial Series
  - Professor of the Practice Series
- Academic Rank
  - Assistant
  - Associate
  - Full
- Have you applied for or received PROF funding for costs related to this project?
  - No
  - Yes, application under review
  - Yes, funding received
- Have you applied for or received any other funding for costs related to this project?
  - No

- Yes, application(s) under review by (list funders): \_\_\_\_\_
- Yes, funding received by (list funders): \_\_\_\_\_. Amount received: \_\_\_\_\_
- Applying for:
  - **Public Good Grant or**
  - **Public Good BRIDGE Grant.**
- Have you previously received a Public Good Fund grant? **If yes and you are applying for a Public Good Grant, the Current Project Information must directly address how this proposal differs from previously funded projects.**
  - No
  - Yes, Project title(s) and date(s): \_\_\_\_\_
- **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).**
  - YES
  - NO

**Part 2: CURRENT PROJECT INFORMATION** (enter your responses in the [online application](#)).

Title:

Community Partner(s):

Amount Requested: \$

Preferred Project Start Date:

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

Please respond to each prompt within the word limits. Your responses should be specific, clear, concise and accessible to an interdisciplinary review committee. The narrative must provide evidence that this project qualifies as community-engaged scholarship. For example, your responses should demonstrate the co-development or co-implementation of the project with the community partner(s).

**Project Abstract:** Provide a brief summary of the project for a general audience. This abstract will be posted on the CCESL website if your project is funded. Up to 1200 characters (approximately 150 words).

**Keywords:** Provide 3 keywords to describe the proposal topic.

**Definition of public problem.** Define the public problem to be addressed. Your definition should illustrate both the community and academic importance of the issue. Up to 2200 characters (approximately 300 words).

**Community partnership.** Describe your community partnership(s). Your description should include your history of working with the community partner(s) as well as the role that the partner(s) will play in the proposed project. Please note that community-engaged projects sometimes engage a community (for example, a neighborhood) in mutually beneficial ways instead of a particular community organization. If that is the case with your project, you must clearly demonstrate that the project is community engaged. Projects that are community-based or for which there are implications for communities without reciprocity and mutual benefit (i.e. without their direct involvement in project design and implementation) are not eligible. Up to 2200 characters (approximately 300 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.

**Goals and Methods.** Define the specific goals of the project in terms of both research or creative work and community impact. Outline the steps (or methods) you will use to meet the project goals. You may 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). Up to 2200 characters (approximately 300 words).

**Results.** Describe a plan to analyze the results of this project. The plan should include metrics by which you will assess whether the goals of the project were met. Up to 1200 characters (approximately 150 words).

**Dissemination.** Describe a dissemination plan for community and academic outlets. For example, this might include op-eds, community presentations, blogs/other public communications; and examples of journals, academic conferences, policy papers. Up to 2200 characters (approximately 300 words).

**Student Involvement.** Describe the ways in which students (undergraduate and/or graduate) will be involved in this project, if applicable. If students are involved, describe whether they will be paid for their time or not and how involvement in the project will benefit their education. Up to 1200 characters (approximately 150 words).

**Positionality.** Describe potential differences in social position and power of the faculty involved as well as any other DU personnel relative to the community/community partners. Outline how you have and will continue to consider positionality throughout the project (approximately 150 words each). Positionality refers to how differences in social position and power shape identities and access in society. For example, the identities, institutional legacies, and experiences of scholars influence values and approaches to research/creative work, especially as it relates to collaborations with community partners (e.g., Duarte, 2017).

**BRIDGE Proposals must respond to the following prompts as well:**

**Achievements to Date.** Provide evidence of a well-established faculty-community partnership involving research and/or creative work that has had measurable impact to date. Up to 2200 characters (approximately 300 words).

**Securing Funding and Making Work Sustainable .** Describe your efforts to date as well as specific plans for the next 12 months to secure external funding to sustain this project. Beyond funding, describe any other relevant sustainability plans. Up to 2200 characters (approximately 300 words).

**Part 3: BUDGET AND BUDGET JUSTIFICATION.** Save your budget and justification as a single document and upload into the [online application](#). *Note:* Review the RFP section on “Use of Funds” for fundable and non-fundable expenses.

### ***BUDGET***

Salaries

Amount  
Requested

Other  
Support\*

Total  
Budget

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.)

\*\*Please refer to Student Employment's [Pay Rates & Position Classifications](#) when setting an hourly rate for student employees.

\*\*\*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.

**Part 4: FACULTY CVs.** Two-page CVs for each faculty applicant should be saved as a single document and uploaded into the [online application](#).

**Part 5: APPENDIX (optional).** Any appendices should be saved as a single document and uploaded into the [online application](#).