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

Center for Community Engagement to advance Scholarship & Learning
Office for Public Good Strategy & Research
AY 2023-2024
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) and the Office for Public Good Strategy & Research (OPG) oversees an annual fund of $100,000 to promote and increase community-engaged research and creative work that involves faculty and community.

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.

More on OPG

The OPG advances faculty community-engaged scholarship to seed discovery and public good impact while promoting student learning and collaboration.

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 <u>not</u> 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 for a summary of past awardees.

Funding Amount

In AY 2023-2024, Public Good Grants will be awarded.

***Public Good Grants*:** Grants up to $20,000 are available for projects that will result in measurable 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.

Eligibility

All appointed faculty members are eligible to apply for Public Good. 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.

Investigator Roles

- The primary scholar leading the project is the Principal Investigators (PI). If two or more faculty members co-lead the project, then the faculty are co-PIs.

- Co-investigators (co-Is) are faculty collaborators who are not leading the project.

- The PI and/or coPIs must be appointed faculty members. 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.

Please note:

- 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.

- ***Faculty may serve as a PI or Co-PI on only one Public Good Fund award at the same time.*** If this proposal is funded, any prior award for which you were PI or co-PI must be closed out by **June 15** or before the state date for this award, whichever is first. To close out a project, all funds must be spent or returned. If you have a current award, you must provide a timeline for closing out of that award in your application.

- If projects have co-PIs from different departments, one department must be identified to administer the grant.

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 will generally not be considered unless there are extraordinary circumstances explained in the budget narrative;
- *Student and Community Partner Compensation:* research assistant pay, honoraria or gift cards for community partners;
- *Other fundable expenses include*: materials, specialized equipment, costs for interview transcription and data coding, duplicating and mailing questionnaires.

Non-Fundable Expenses

- Faculty attendance/travel to academic conferences
- Routine office expenses
- Expenses that have already been incurred
- Student tuition
- Compensation of students for academic, credit-bearing service

Funding Timeline & Extension Requests

Funds must ordinarily be spent within 12-24 months of the date on which the grant was awarded. Award notifications are usually made within 8-10 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.

Funding & Institutional Policies

Any use of Public Good Funds must be in accordance with institutional policies as detailed at https://www.du.edu/policy/find-policy. 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 registered with the university in advance; driving using institutional funds must comply with university driving procedures; following the Technology Acquisition policy for purchase of software and hardware.

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

- o Work with CCESL to disseminate information about your engaged scholarship (e.g., through *Public Good Impact*, the CCESL newsletter; research-sharing events).
- Reporting
  - o 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
    - ▪ 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 4, 2024 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 8-10 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 PI 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 faculty PI/co-PIs (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 by the application due date:

1. A letter of support from the Chair or Dean of each faculty PI 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.

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

Part 1: FACULTY PI/Co-PI INFORMATION (enter your responses in the online application).

For each faculty member serving as a PI, 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
- If more than one PI, which department will administer the grant?
- Have you applied for or received PROF funding for costs related to this project?
    - No
    - Yes, application under review
    - Yes, funding received. Please provide a brief description of what these grant funds cover relative to this proposal (e.g. how are they different).
- 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: _____. Please provide a brief description of what these grant funds cover relative to this proposal (e.g. how are they different).
- Have you or your Co-PI(s) previously received a Public Good Fund award? If yes, you must directly address how this proposal differs from previously funded projects.
    - No
    - Yes
        - Project title(s) and date(s): _____
        - Will the prior grant activity be finished by June 15th of this academic year? E.g. will funds spent (or unused funds returned) and the final report submitted.
            - Yes
            - No
        - If this proposal is funded, any prior award for which you (and/or your co-PIs on this current proposal) were a PI or co-PI must be closed out by June 15 or before the state date for this award, whichever is first. Please provide a timeline for closing out that award here. The Review Committee will consider the feasibility of this timeline in their award decision. If the prior award is not closed out by the time of the new award start date, the new award will not be funded. Up to 2200 characters (approximately 300 words)
- I understand that any use of Public Good Funds must be in accordance with institutional policies as detailed at https://www.du.edu/policy/find-policy.
    - YES
    - NO

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

Title: **Amount Requested: $**
Community Partner(s):   **Preferred Project Start Date:**
Additional Faculty Co-Investigators (names and   **Project End Date[1]:**
department):

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 describe whether community partners will be compensated for their time. If so, please be sure to describe this in your budget narrative. If they will not be compensated, please include a brief explanation here. 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).

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).

Prior Public Good Fund Awards. If you have received prior Public Good Fund awards, please describe how the proposed work differs from prior work. Up to 1200 characters (approximately 150 words).

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[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.

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 TEMPLATE

	AMOUNT REQUESTED	OTHER SUPPORT*	TOTAL BUDGET
DU SALARIES and FRINGE: Fringe must be included for any salary paid to DU employees.			
Student: Please refer to Student Employment's [Pay Rates & Position Classifications](#) when setting an hourly rate for student employees.			
Faculty (Summer only): In the Budget Justification describe the role(s) of each faculty member, compensation amount if being requested, and how the work goes above and beyond current DU responsibilities.			
Staff: In the Budget Justification, describe the role of each staff member included as well as how the proposed work goes above and beyond current DU responsibilities.			
Student Fringe (use University rates available [here](#)**):**			
Faculty (use summer, non-benefitted University rates available [here](#)**):**			
Staff (use University rates available [here](#)**):**			
Total DU Personnel (Salaries + Fringe)			
MATERIALS & SUPPLIES			
Program materials (e.g., costs related to materials for dissemination project findings)			
Equipment: If requesting computers, make clear in budget justification why needed; these funds are not intended to be used to upgrade computers or relieve typical computer refresh costs.			
Supplies			
Total Materials & Supplies			
TRAVEL for DU Personnel: Travel expenses in excess of 20% of total budget will generally not be considered unless there are extraordinary circumstances explained in the budget narrative. Faculty travel/attendance at academic conferences is not allowable.			
Mileage			
Other Travel			
Total Travel			

COMMUNITY		
Community partner compensation		
Project participant compensation (e.g., research incentives)		
Travel: This can include community partner travel, though expenses in excess of 20% of total budget will generally not be considered unless there are extraordinary circumstances explained in the budget narrative.		
Other		
OTHER (please specify below)		

GRAND TOTAL

*List any additional funding support, such as from your academic unit or other grants, for this effort (e.g. administrative support, graduate research assistant, partial departmental funding, reduction in other assignments, etc.)

BUDGET JUSTIFICATION

Detail a justification for each budget item requested, including a calculation of how totals were derived. *If justification for an item is not specific the item will be deducted from the budget*. Additionally, please consider the following:

- If students are being paid to assist with the project, please describe the expected outcomes of their work.
- Please describe community collaborators' roles, and whether they are being compensated. If they are not compensated, please explain why compensation is not necessary. For example, community collaborator activities that fall under their current job/compensation structure would not be included for additional compensation.
- If some, but not all, faculty members are being compensated for their time on the project, please explain why. Please describe the roles and responsibilities of faculty members on the proposal.
- Be sure to fully justify travel expenses in excess of 20% of the total budget.

Part 4: FACULTY PI CVs.
Two-page CVs for each faculty PI 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.