

Signature Faculty and Students Program

The DU Signature Faculty and Student Program recognizes faculty with records of excellence in mentoring undergraduate signature work in order to support their capacity to mentor collaborative, community-engaged signature work that addresses [DU Grand Challenges issue areas](#).

Signature work is a high impact practice through which students:

- Transfer their learning from classes to projects that address complex problems of importance to the student and the public good;
- Have agency and play a key role in defining and carrying out projects in which they immerse themselves;
- Receive individualized mentoring.

Community-engaged signature work emphasizes equitable collaboration with community partners to address public problems.

DU Grand Challenges issue areas include: improving daily living, increasing economic opportunity, and advancing deliberation and action for the public good.

To recognize faculty mentoring excellence and advance their community-engaged signature work with undergraduate students, DU's Office for Public Good Strategy and Research will make two awards in AY 2023-24, comprised of:

Project costs to support student community-engaged signature work	10,000
Faculty summer salary	10,000 + fringe
Undergraduate student salary (estimated at \$18/hour x 200 hours per student)	\$3600 + fringe/student for 3 students
Graduate student near-peer mentor salary (estimated at \$21/hour x 150 hours per mentor)	\$3150 + fringe
Total	\$26,750 + fringe

Eligibility

All appointed faculty members with a track record of excellence in mentoring undergraduate student signature work are eligible to apply. 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.

Faculty are welcome to apply together to co-mentor student community-engaged, signature work. In such cases, the faculty co-mentors will share the total award. A primary faculty mentor must be identified. The award will be transferred to the primary mentor's department.

Use of Funds

Faculty may elect to move summer salary to student salary or project costs; however, other budget categories may not be reallocated across categories.

Project costs are intended to cover expenses beyond normal departmental support. Most expenses for research and creative activity are eligible. For example:

- Specialized equipment, costs for interview transcription and data coding, duplicating and mailing questionnaires, research incentives for participants.
- Project-related travel expenses, such as transportation, housing, and meals. **Note:** Travel expenses in excess of 20% of total budget will generally not be considered unless there are extraordinary circumstances explained in the budget narrative;
- Community Partner Compensation, such as honoraria or gift cards for community partners.

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 activities

Funding Timeline & Extension Requests

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

Funding & Institutional Policies

Any use of award 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

A review committee with knowledge of best practices in signature work and community-engaged methods will review proposals and base selection on the strength of responses to project information questions.

Deliverables

Faculty award recipients must meet the following requirements by the deadlines. Failure to do so may affect current or future funding:

- By January 1:
 - Identify three undergraduate students who will pursue community-engaged signature work with you.
 - Define role and plans for the graduate student near-peer mentor's involvement.
- By February 1, co-develop student community-engaged signature work plans by February 1, including budget plans.
- Support regular student critical reflection (a DU Grand Challenges Action Plan reflection tool will be provided)

- Participate in monthly consultation meetings with the Faculty Director of Signature Work to support project success.
- Deliver a brief lecture describing your work at the Public Good Celebration (Winter Quarter).
- Mentor student submissions and presentations to the DU Undergraduate Research & Scholarship Showcase.
- By June 15, submit an Interim Report
- Within a month of project completion, submit a Final Report. The report must detail completion of the scholarship and institutionalization expectations listed above. In most cases, Final Reports will be published in the *Public Good Impact*, the CCESL newsletter.

Submission Deadline

The deadline for proposals is October 1 at noon. Award notices are usually sent to applicants within 4 weeks of the deadline.

Application Materials and Submission Process

The main application must be submitted via [this online application](#) (we recommend that applicants prepare their responses to the questions described below offline and then copy/paste the final versions into the application form). ***Interested applicants with questions about how to best develop a proposal are encouraged to contact*** Anne DePrince (anne.deprince@du.edu).

In addition, applicants must also request a **letter of support from their Chair or Dean**, to be submitted to Anne DePrince (anne.deprince@du.edu) by the application deadline.

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

For the primary 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

If applicable, describe faculty co-mentors:

- 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 faculty mentor, which department will administer the grant?

I understand that any use of 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](#)).

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 the project qualifies as community-engaged scholarship and offers opportunities for undergraduate student signature work.

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

DU Grand Challenges Issue Areas: Indicate which DU Grand Challenges issue areas this project will address:

- Improving daily living
- Increasing economic opportunity
- Advancing deliberation and action for the public good

Excellence in Mentoring Undergraduate Student Signature Work. Describe your philosophy of/approach to mentoring undergraduate signature work. Include at least one example of success in mentoring undergraduate signature work – what was the project, impact on the student? Up to 2200 characters (approximately 300 words).

Creating Undergraduate Community-Engaged Signature Work Opportunities. Give an overview of your plan to involve 3 or more undergraduate students as collaborators in community-engaged signature work through which they will transfer their learning from classes to projects that address complex problems of importance to the student and the public good; have agency and play a key role in defining and carrying out projects in which they immerse themselves; receive individualized mentoring. Up to 2200 characters (approximately 300 words).

Additional Undergraduate Student Involvement. If more than 3 students will be involved, describe supplemental sources of funding to support their time. Up to 1200 characters (approximately 150 words).

Community partnership. Describe the 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).