DU Grand Challenges
Advancing Community Engagement (ACE) Student Grant
Request for Proposals (RFP)

AY 2021-2022 & Summer 2022 ACE Grants
Issue Date: October 6, 2021

Click **here** to access the online application.

DU Grand Challenges (DUGC) brings together students, faculty, staff, and community members to tackle the world's most complex problems through community-engaged learning, scholarship, and creative work.

DU students are invited to submit proposals for <u>community-engaged</u> research or creative work that is designed to:

- Improve daily living in our communities. This includes, but is not limited to, meeting basic needs and tackling issues like food and housing insecurity, crime and safety, migration, and urban sustainability.
- Increase economic opportunity in our communities. This includes, but is not limited to, expanding education access, improving transportation options, fulfilling employment rights, advancing entrepreneurship and emerging employee-owned business models, and decreasing poverty.
- Improving deliberation and action for the public good in our communities. This includes, but is not limited to, inspiring civic engagement, amplifying youth voice, preparing new leaders, and strengthening our connections to one another.

DUGC is an institution-wide initiative led by the Center for Community Engagement to advance Scholarship and Learning (CCESL).

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

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What is community engagement?
Community engagement is a process of addressing community- defined needs through mutually beneficial and reciprocal partnerships between DU and our communities. Reciprocal means the community and DU are equal partners and collaboratively bring their areas of expertise to bear on the identified problem.

Community-engaged research/creative work is an approach to scholarship that involves working collaboratively with community partner. For example, a project might answer a research question that is important to the student researcher while also meeting a need that is important to the community. DUGC defines community broadly-- partners could be nonprofits, grassroots organizations, government agencies or entrepreneurs/businesses.

If you have questions regarding project ideas, faculty mentorship or requirements please email CCESL@du.edu with Your Last Name/DUGC ACE Question in the subject line.

Eligibility for Academic Year ACE Grants

- All undergraduate students currently in good standing are eligible to apply. Graduate students are encouraged to contact CCESL to see if funds are available.
- Student applicants must have a faculty mentor who is familiar with their research focus area. The faculty mentor must agree that, if the proposal is funded, 1) the award will be transferred to their department, and 2) they will assist the student in accessing funds according to department policy.
- Student applicants are strongly encouraged to collaborate, especially with students from other majors.
- Projects will be funded up to **$2,000** for a single student researcher; or up to **$5,000** for two or more undergraduate students working together.
- Students cannot have funding for more than one DU Grand Challenges ACE Grant at the same time.

Eligibility for Summer ACE Grants

- All undergraduate students currently in good standing are eligible to apply. Graduate students are encouraged to contact CCESL to see if funds are available.
- Student applicants must have a faculty mentor who is familiar with their research focus area. The faculty mentor must agree that, if the proposal is funded, 1) the award will be transferred to their department, and 2) they will assist the student in accessing funds according to department policy.
- Student applicants are strongly encouraged to collaborate, especially with students from other majors.
- Each student applicant can receive up to **$3500** for salary/student compensation.
- Each project can receive up to **$2,000** in funding to support materials/supplies
- Each research mentor can receive a **$2,000** stipend for the summer
- Students cannot have funding for more than one DU Grand Challenges ACE Grant at the same time.

Use of Funds

Most expenses for research and creative activity are eligible.

Examples of Fundable Expenses

- _Student Compensations:_ Students may request hourly compensation for research/creative work that is completed as part of the project. Please note that:
    - Compensation should be calculated at a rate of $17/hour plus fringe (**1.7% during academic quarters and 8% during winter and summer breaks)**.
    - Please note that if you are a currently paid CCESL Community-Engaged Fellow you are not eligible for an additional salary from this grant.
    - Compensation is considered taxable income.
    - The student(s) will be hired by the University as a non-benefited or student employee, meaning that they must complete a background check, the I9 form, and the W4 form.
- _Project costs_: For example, materials, specialized equipment, software, interview transcription and data coding needed to carry out the research or creative work. Explanation is required for how materials and/or equipment will be used after research activities have been completed.
- _Project-related travel expenses_ (e.g., transportation, hotel, and meals) that can be justified as necessary for research and creative activity and carried out in compliance with COVID protocols.

Non-Fundable Expenses

- Expenses that have already been incurred
- Computers and/or tablets
- Student tuition
- Grant **cannot be used** to relieve the operating budgets of university departments or community partners

Note that any use of DU Grand Challenges ACE Grant funding 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.

Selection Process & Criteria

The ACE Grant Review 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 community-engaged research or creative work, are developed in close consultation with faculty and a community partner and present a coherent set of goals and outcomes.

Expectations for ACE Grant Awardees

ACE Grant awardees are **CCESL Student Scholars** and will be assigned a mentor from CCESL's Community-Engaged Fellows program. Awardees also receive technical training assistance from the DU Grand Challenges Graduate Lead and will be required to submit an ePortfolio at the end that documents their learning and project outcomes.

In addition to carrying out the proposed project, awardees will:

1. Work with CCESL to communicate information about your DU Grand Challenges research or creative work through outlets such as CCESL's Public Good Impact newsletter, blog posts, social media, etc.

2. Submit a reflection ePortfolio that includes at minimum:

    A. Names of student researchers, faculty mentor(s), and community partner(s)

    B. Any artifacts created during your project

    C. A description of: 1) what you did; 2) the results of your project; 3) how the work contributed to your development as a scholar; and 4) how you will apply what you learned in this experience going forward

    D. A brief description of how your work was communicated to your community partner and/or the larger community

    E. Explicit recognition that the project was funded by DU Grand Challenges and the Arthur Vining Davis Foundations

3. Submit any requests to adjust your project (i.e. budget, timeline, project scope, etc.) to CCESL@du.edu. Requests must be vetted and approved before any changes may be implemented. Violating this process may result in the immediate revocation of your funding.

4. Include recognition in all communications about this project (e.g., posters, talks, social media, etc.) that the work is funded by DUGC. Undergraduate awardees must also include recognition that the work is funded by the Arthur Vining Davis Foundations (AVDF). If your project is funded, you will be provided with the DUGC and AVDF logos to use in your materials.

5. Participate in the Undergraduate Student Showcase (highly encouraged, but not required)

Final ePortfolios are due **within 30 days** of the project's completion or by **June 1, 2022** (for AY projects) or **August 15, 2022** (for summer projects) whichever is sooner. Students may determine their own timeline for their project within this timeframe.

CCESL may ask for your permission to feature excerpts from your ePortfolio in the *Public Good Impact* newsletter.

Submission Requirements

1. Student Applicant Information *(described below)*
2. Faculty Mentor Information *(described below)*
3. Project Information *(described below)*
4. Project Narrative *(described below)*
5. Budget and Budget Justification *(described below, prepare as an attachment)*
6. Letter of support from your **faculty mentor**. This brief letter should indicate your mentor's support for the project and understanding that the award will be transferred to their department, and that they will be responsible for assisting you in accessing funds according to department policy. *(Not required if you are a CCESL Student Scholar or Community- Engaged Fellow)*
7. Letter of collaboration from your **community partner.** This brief letter should describe the community partner's assessment of the collaboration and potential benefits of the project to the community.

Submission Deadline

ACE Grant proposals are accepted on a rolling basis and funding decisions are usually made within two weeks of receiving the application and all required supplemental materials. For AY 2021-2022 projects, the RFP will close once all funds have been awarded or by **April 25th**, whichever comes first. For summer projects the RFP will close by **August 1, 2022**.

You will receive an email confirmation upon successfully submitting your proposal. If you do not receive an email confirmation within 48 hours, please email CCESL@du.edu.

Application Questions Preview Below

STUDENT APPLICANT INFORMATION
   a. Your Name, Year, Major
   b. Your 87XXXXXXX Number
   c. Your Email Address

FACULTY MENTOR INFORMATION

a.   Faculty Mentor Name(s)
b.   Faculty Mentor's Department/School/Center
c.   Faculty Mentor's Email

PROJECT INFORMATION
a.   Project Title
b.   Community Partner(s)
c.   Amount Requested
d.   Project Start Date
e.   Project End Date

Which DU Grand Challenges Issue Area(s) does your project address? (select all that apply)
a. Improving Daily Living
b. Increasing Economic Opportunity
c. Advancing Deliberation & Action for the Public Good

PROJECT NARRATIVE
Please respond to each prompt within the character/word limits.

Project Abstract: Provide a brief summary of the project for a general audience. This abstract will be posted on the DUGC 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 by your project. Your definition should explain 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. 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. Up to 2200 characters (approximately 300 words).

Communication: Describe how you expect to share project outcomes with your community partners. For example, this might include community presentations, final ePortfolio, blogs, or other public communications. Up to 2200 characters (approximately 300 words).

Student Learning: Describe how this project will benefit your learning. How will working with a community partner on your project contribute to your academic and personal development? Up to 2200 characters (approximately 300 words).

ADDITIONAL QUESTIONS
1. Have you previously received a DU Grand Challenges ACE Grant? If YES, the Project Narrative should address how this proposal differs from previously funded projects.
2. Have you applied for or received any funds from other sources to support your project?
   a. If you answered yes, have funds been approved?
   b. Please provide details about any funds you've received or requested including the source(s) and dollar amount.

BUDGET & BUDGET JUSTIFICATION

For AY 2021-2022 projects, please use the ACE Grant Budget Template to create your budget document. For Summer 2022 projects, please use the Summer ACE Grant Buget Template. Download and save the template with "LastName_ACE Budget" as the file name. Once you've finished, upload the Excel document into the online application. Review the section on "Use of Funds" above for examples of fundable and non-fundable expenses.

SALARY CALCULATION

If you will be using funds for student compensation during the AY 2021-2022, use the Salary Calculation sheet in the ACE Grant Budget Template to estimate the number of hours you/your team members expect to complete for each of the bi-weekly pay periods. For student compensation during Summer 2022, use the Salary Calculation sheet in the Summer ACE Grant Budget Template. To start, enter each student's name and ID number *that will be paid* into the grey boxes in one of the columns.

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. Travel in excess 20% of the total project budget must be justified in budget justification.

Submitting the Proposal

Your proposal should be submitted via Qualtrics. You may access the online application here.

Faculty mentor and community partner letters must be sent directly to CCESL@du.edu from the letter's author with Your Last Name-DUGC ACE Letter in the subject line.