



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

AY 2022-2023 & Summer 2023

Issue Date: September 1, 2022

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 community-engaged research or creative work that is designed to:

1. 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.
2. 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.
3. 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 powered 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

What is community engagement?

Community engagement is a process of addressing community-defined needs through mutually beneficial and reciprocal partnerships between DU and local or global



communities. Reciprocal means the community and DU are equal partners and collaboratively bring their areas of expertise to bear on the identified problem. DUGC defines community broadly-- partners could be nonprofits, grassroots organizations, government agencies or entrepreneurs/businesses.

Community-engaged scholarly work is an approach to academic study that involves working collaboratively with community partner(s). Scholarly work includes both research and creative work. Research is an investigation or inquiry that seeks to make a scholarly or artistic contribution to knowledge. Creative work is any scholarly endeavor that produces an artistic or creative output through writing, making, composing, designing, recording, performing, or curating. For example, a community-engaged research project might answer a question that is important to the student researcher while also meeting a need that is important to the community. Community-engaged creative work project might demonstrate a student's ability to synthesize, analyze, or generate refined knowledge of a topic while also producing a creative output that meets the need of a community.

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. We accept proposals from graduate students as funds are available. Graduate students are encouraged to contact CCESL to see if funds are available before applying.
- Student applicants must have a research mentor (e.g., faculty/staff) who is familiar with their research focus area. The research mentor must agree that, if the proposal is funded, 1) the award will be transferred to their department/center, and 2) they will assist the student in accessing funds according to department/center policy.
- Student applicants are strongly encouraged to collaborate with other students, especially those from other majors.
- Funds up to **\$3,000 (\$1,000 per quarter – fall, winter, and spring)** for a single student researcher; or up to **\$6,000 (\$2,000 per quarter – fall, winter, and spring)** for two or more undergraduate students working together can be used for student compensation, project costs and/or project-related travel expenses.



- Additionally, each research mentor (e.g., faculty/staff) may be eligible to receive a **\$200** stipend per student (or **\$500** for a group of students).
- 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. We accept proposals from graduate students as funds are available. Graduate students are encouraged to contact CCESL to see if funds are available before applying.
- Student applicants must have a research mentor (e.g., faculty/staff) who is familiar with their research focus area. The research mentor must agree that, if the proposal is funded, 1) the award will be transferred to their department/center, and 2) they will assist the student in accessing funds according to department/center policy.
- Student applicants are strongly encouraged to collaborate with other students, especially those from other majors.
- Applicants can receive up to **\$3500** for student compensation.
- Each project can receive up to **\$2,000** in funding to support project costs and/or project-related travel expenses.
- Additionally, each research mentor may be eligible to 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 compensation for research/creative work that is completed as part of the project. Students should indicate the total number of hours they intend to work and the total amount of their project budget that should go towards student compensation. Please note that:
 - Based on the Student Employee Pay Rate Scale for the 2022-23 academic year, CCESL suggests an hourly rate of \$18/hour for undergraduates and \$18.50/hours for graduate students plus fringe (1.7% during academic quarters and 8% during winter and summer breaks). For more



information please visit: <https://career.du.edu/resources/pay-rates-position-classification/>

- 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, through the department of their research mentor, as a non-benefited or student employee, meaning that they must complete a background check, I9 form, and 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.
- “Backpay” covering student compensation or project costs accrued before the date the grant is awarded.
- Grant funds **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 looks for 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.

Please allow two weeks for the selection process.



Expectations for ACE Grant Awardees

ACE Grant awardees are Student Scholars and will be assigned a mentor from CCESL's Community-Engaged Fellows program and will receive technical training assistance from CCESL staff. Upon completion of the project, awardees will be required to submit an ePortfolio 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:
 - Names of student researchers, faculty mentor(s), and community partner(s)
 - Any artifacts created during your project
 - 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
 - A brief description of how your work was communicated to your community partner and/or the larger community
 - Explicit recognition that the project was funded by DU Grand Challenges and the Center for Community Engagement to advance Scholarship and Learning
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 and CCESL. If your project is funded, you will be provided with the DUGC and CCESL 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, 2023** (for AY projects) or **August 15, 2023** (for summer projects) whichever is sooner. Students may determine their own timeline for their project within this timeframe.

Please note that some ACE Grants are donor-funded, and as such some details of your project may be shared with the donor. CCESL may also ask for your permission to feature excerpts from your ePortfolio in the [Public Good Impact](#) blog.



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 already 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. Funding decisions are usually made within two weeks of receiving the application and all required supplemental materials.

For AY 2022-2023 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, 2023**.

Projects must start at least two weeks after the application, and all required supplemental materials have been submitted. For example, if an application and supplemental materials were submitted on January 1st, the project start date must be no earlier than January 15th.

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
- d. I am a:
 - CCESL Community-Engaged Fellow
 - CCESL Student Scholar
 - Other Graduate Student
 - Other Undergraduate Student
- e. **CCESL Community-Engaged Fellows Only:** Are you applying for this ACE Grant to support your Community-Engaged Fellow's project? Yes or No
 - If yes, list the full names of all CCESL Student Scholars involved in this project.

YOUR TEAM

- a. Are you submitting this proposal with other students? Yes or No.
 - If yes, please list the student's full name, DU ID, Major, Year in School, and email for each additional student.
- b. **CCESL Community-Engaged Fellows and graduate students only:** Do you plan to involve additional undergraduate students in your proposed project? Yes, No, or Maybe.

RESEARCH MENTOR INFORMATION

Please provide the following about your research mentor (e.g., faculty, staff, or Community-Engaged Fellow Mentor) for the proposed project:

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

PROJECT INFORMATION

- a. Project Title
- b. Community Partner(s)
- c. Amount Requested
- d. Project Start Date (no earlier than two weeks after the application and all required supplemental materials have been submitted)
- e. Project End Date



ISSUE AREA(S)

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

PROJECT NARRATIVE

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

- a. **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)
- b. **Keywords:** Provide 3 keywords to describe the proposal topic.
- c. **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).
- d. **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)
- e. **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).
- f. **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).
- g. **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

- a. 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.
- b. Have you applied for or received any funds from other sources to support your project?
- c. If you answered yes, have funds been approved?



- d. Please provide details about any funds you've received or requested including the source(s) and dollar amount.

BUDGET & BUDGET JUSTIFICATION

Budget: For AY 2022-2023 projects, please use the [AY 2022-2023 ACE Budget Template](#) to create your budget document. For Summer 2023 projects, please use the [Summer 2023 ACE Budget Template](#). **Download and save the template with "LastName_ACE Budget" as the file name. Do not edit the template directly.** 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.

Student Compensation Calculator: If you will be using funds for student compensation, please use the 'Student Compensation Calculator' sheet in the budget template to indicate the number of hours you/your team members expect to work over the length of your project and the hourly wage. When setting your hourly wage, please adhere to the guidelines associated with the [Student Employee Pay Rate Scale 2022-2023](#).

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.

CLOSING QUESTIONS

- a. Please select each of the following to acknowledge your understanding.
 - I will submit a letter from a faculty member and a community partner. (Not required if you are already CCESL Student Scholar or Community Engaged Fellow)
 - I will spend or return all funds by June 1st, 2023 (for AY grants) or by August 15, 2023 (for summer grants).
 - If any large budget adjustments need to occur, I will submit a memo to ccesl@du.edu with the justification for the change.
 - I will spend all funds in accordance with institutional policies.
 - As an ACE Grant recipient, I will become a CCESL Student Scholar.
 - I will be required to submit an ePortfolio within 30 days of the project's completion or by June 1, 2023 (for AY projects) or August 15, 2023 (for summer projects) whichever is sooner.



- I will recognize the Center for Community Engagement to advance Scholarship and Learning and DU Grand Challenges in any public communications.
- Some ACE Grants are donor-funded, and as such details of my project may be shared with the donor
- b. If funded, do you allow CCESL to feature your project on social media and other communication channels (Facebook, Instagram, Twitter, CCESL website, Public Good Impact Newsletter, etc.)? Yes or No.
- c. How did you hear about the ACE Grant?

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.