

DU Grand Challenges

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

AY 2020-2021

Issue Date: September 29, 2020

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:

- 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.

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.

Got questions about community engagement and/or project ideas? Email DU.GrandChallenges@du.edu to schedule a consultation.

Eligibility

- All undergraduate students currently in good standing are eligible to apply.
- 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 students working together.
- Students cannot have funding for more than one DU Grand Challenges ACE grant at the same time.

Use of the Funds

Most expenses for research and creative activity are eligible.

Examples of Fundable Expenses

- *Student Researcher Stipends:* Students may request a stipend for research/creative work that is completed as part of the project. Please note that:
 - Stipends should be calculated at a rate of \$14/hour plus fringe (**1.7% during academic quarters and 8% during winter and summer breaks**).
 - Stipends are considered taxable income.
 - The student researcher(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
- 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.

Award notifications are usually made within 2-3 weeks of the proposal submission.

Selection Process and 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.

Please note that ACE grant proposals are accepted on a rolling basis and reviewed once per quarter.

Fall 2020

Deadline to apply: October 30th, 2020
 Fall review period: November 2nd – 6th, 2020
 Notifications will be made on Tuesday, November 10th

Winter 2021

Deadline to apply: February 5th, 2021
 Winter review period: February 8th – 12th, 2021
 Notifications will be made on Tuesday, February 16th

Spring 2021

Deadline to apply: April 30th, 2021
 Spring review period: May 3rd – 7th, 2021
 Notifications will be made on Tuesday, May 11th

Expectations for ACE Grant Recipients

In addition to carrying out the proposed project, recipients are required to:

1. Work with CCESL to disseminate 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 final report in the form of a newsletter article that includes the following:
 - A. Names of student researchers, faculty mentor(s), and community partner(s)
 - B. 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.

- C. A brief description of how your work was disseminated to your community partner and/or the larger community

Reports should be no more than 3-4 pages double-spaced (please use 12 pt. Times New Roman font and 1 inch margins). Reports are due **within 30 days** of the project's completion. CCESL may ask for your permission to publish your report in the *Public Good Impact* newsletter.

3. In communications about this project (e.g., posters, talks, manuscripts), include recognition that the work is funded by DUGC. Undergraduates 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.

Submission Requirements

1. Student 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. Resume or CV for each student applicant (prepare as an attachment)
5. Appendix (optional) (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.
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. Successful applicants have up to 12 months from being notified of their award to complete their project, or until graduation (whichever comes first). Students may determine their own timeline for their project within the 12th month award period. The RFP will close when all ACE funds have been awarded for AY 2020-2021.

You will receive an email confirmation upon successfully submitting your proposal. If you do not receive an email confirmation within 48 hours of submitting materials, please email DU.GrandChallenges@du.edu. Award notices are sent to applicants within 2-3 weeks of the submission date.

Detailed Submission Instructions

- I. STUDENT APPLICANT INFORMATION¹**
- a. Your name and major

¹ Please note that graduate students may apply only as individuals (up to \$2,000). Undergraduates may apply individually (up to \$2,000) or in groups of two or more (\$5,000).

- b. If submitting with other students, include their full names and majors
- c. Email addresses for all student researchers

II. FACULTY MENTOR INFORMATION

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

III. PROJECT INFORMATION

- a. Project Title
- b. Community Partner(s)
- c. Amount Requested
- d. Project Start Date
- e. Project End Date²

IV. Which DU Grand Challenges Issue Area(s) does your project address? (check all that apply)

- a. Improving Daily Living
- b. Increasing Economic Opportunity
- c. Advancing Deliberation & Action for the Public Good

V. 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?
 - 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.

PROJECT NARRATIVE

Applications that violate these formatting requirements will not be reviewed.

NARRATIVE COMPONENTS:

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).

²End 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, any unused funds will be returned to the DU Grand Challenges ACE Grant Fund.

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. 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).

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 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).

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

	Amount Requested	Other Support*	Total Budget
Salaries			
Student			
Other DU Labor**			
Total Salary			
Fringe***			
Student Labor (academic year)			
Non-Appointed Hourly			
Appointed Staff			
Total Fringe			
Supplies and Expenses			
Equipment			
Travel****			
Publication, Exhibition or Performance Expenses			
Other (please specify below)			
TOTALS			

*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.)

**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.

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 DU.GrandChallenges@du.edu (copy katie.kleinhesselink@du.edu) from the letter’s author with YOUR LAST NAME/ DUGC ACE LETTER in the subject line.

Failure to follow these instructions may result in your proposal being returned without review.