

# University of Denver Grand Challenges Advancing Community Engaged (ACE) Student Scholarship Grants

## Request for Proposals

Center for Community Engagement to advance Scholarship and Learning  
Issue Date: January 21, 2020

DU Grand Challenges harnesses the multi-disciplinary expertise and interests of students, staff, faculty, and community members to improve daily living, increase economic opportunity, and advance deliberation and action for the public good in our communities.

All students are invited to submit proposals for community-engaged research or creative work that is designed to:

- 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.
- Build aspirations for improving deliberation and action for the public good in our community. This includes, but is not limited to, inspiring civic engagement, amplifying youth voice, preparing new leaders, and strengthening our connections to one another.

Community-engaged research/creative work is an approach to scholarship that involves working collaboratively with community partners. The collaboration should be mutually beneficial and reciprocal. 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. Community is defined broadly and partners could be nonprofits, grassroots organizations, government agencies or entrepreneurs/businesses.

Below are several examples of community-engaged research/creative work:

Example 1. Students learning urban applications of GIS (Geographic Information Systems) were partnered with local community nonprofit organization, Reading Partners Colorado. The team of students analyzed volunteer data that the organization had previously collected and created an extended profile of their current volunteer pool. Students then analyzed the profile and the organizations data using GIS software. The final deliverable contained neighborhoods in the greater Denver area that had a high population of residents which matched the volunteer profile. This information was provided to Reading Partners Colorado as a tool to aid them in their future recruitment and expansion efforts.

Example 2. Students partnered with George Washington High School to develop tools and resources with high school students that built skills for impacting social justice issues that they chose to address. Students were provided opportunities to learn about issues impacting their neighborhoods and how they can be part of the solution. As a result, the high school students developed confidence in themselves and their ability to bring about positive change.

For additional examples or to discuss an idea for community-engaged research or creative work, students are encouraged to email [DU.GrandChallenges@du.edu](mailto:DU.GrandChallenges@du.edu)

## Eligibility

All students currently in good standing are eligible to apply. Interdisciplinary teams for research and creative work are highly encouraged. This may include faculty and/or students from across disciplines, such as social work and business.

The student must work with a faculty mentor who is familiar with the subject area. Students cannot receive funding for more than one DU Grand Challenges ACE grant proposal at the same time. 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.

Projects will be funded up to \$2,000 for a single student investigator; or up to \$5,000 for two or more students working together. All projects must have a faculty mentor.

Once the research or creative work has been completed, students may apply to receive up to \$1,000 additionally to present research results or creative projects at conferences and/or community outlets.

## Use of the Funds

Most expenses for research and creative activity are eligible.

### **Examples of Fundable Expenses**

- *Project-related travel expenses* (e.g., transportation, hotel, and meals) that can be justified as necessary for research and creative activity.
- *Stipend*: Students may request a stipend for research/creative work that is completed as part of the project; Stipends should be calculated at a rate of \$14/hour plus fringe. Stipends are taxed and you will be hired by the University as a non-benefited or student employee, meaning that you must complete a background check, the I9 form, and the W4 form.
- *Other fundable expenses include*: materials, specialized equipment, software, interview transcription and data coding, duplicating and mailing questionnaires.

Explanation is required for how materials and/or equipment will be used after research activities have been completed.

### **Non-Fundable Expenses**

- Expenses that have already been incurred
- Student tuition
- Grants are not intended to relieve faculty/departmental budgets or to relieve the budgets of community partners.

Note that any use of DU Grand Challenges Grants must be in accordance with institutional policies as detailed at [www.du.edu/bfa](http://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](http://www.du.edu/risk).

Award notifications are usually made within 2-3 weeks of the proposal submission. Interested applicants with questions about how to best develop a proposal are encouraged to email [DU.GrandChallenges@du.edu](mailto:DU.GrandChallenges@du.edu).

### **Selection Process and Criteria**

The available funds are distributed across proposals that are evaluated most strongly by the Review Committee. The 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 scholarship, are developed in close consultation with faculty and community partner, and present a coherent set of goals and outcomes. The Committee also considers the overall balance of the DU Grand Challenges Student Scholar portfolio in order to support high quality projects across disciplines.

### **Expectations for Students Receiving Grants**

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

1. Work with CCESL to disseminate information about your DU Grand Challenges research or creative work.
2. Submit a final report that includes the following:
  - A. Number of faculty involved in this research; please list their names:
  - B. Number of student collaborators involved in this research/creative work:
  - C. Community partner organization(s):

- D. Describe the impact that this project had on your developing skills as a researcher or artist (up to 200 words):
  - E. Describe how your work was disseminated to your community partner and/or the larger community (up to 200 words):
  - F. A short (500-700 words) report on your Grand Challenge research. This short report should be structured to describe: 1) what you did; 2) the results of your project; 3) how the work contributed to your development as a scholar or artist; and 4) how you will apply what you learned in this experience going forward. This must be submitted within a month of the end of project.
3. In communications about this project (e.g., posters, talks, manuscripts), include recognition that the work is funded by DU Grand Challenges and the Arthur Vining Davis Foundations (AVDF). For talks and posters, we are happy to provide a copy of the Grand Challenges and the AVDF logo for your use (please email [DU.GrandChallenges@du.edu](mailto:DU.GrandChallenges@du.edu)).

### Submission Requirements

Applicants must submit the following items. More details about each are contained in the “Detailed Submission Requirements” section below.

- 1. Cover sheet, Project Narrative, and Budget
- 2. Letter of support from your faculty mentor
- 3. Letter of support from your faculty mentor

### Submission Deadline

Scholar grants are not tied to the academic quarter and students may determine their own timeline for the project. **All funds must be used by June 11, 2020.** Students may apply for ACE grants at any time. The RFP will close when all ACE funds have been awarded for AY 2019-2020.

Email confirmations of receipt of applications are sent; if you do not receive an email confirmation within 48 hours of submitting materials, please email [DU.GrandChallenges@du.edu](mailto:DU.GrandChallenges@du.edu). Award notices are usually sent to applicants within 2-3 weeks of submission.

**Proposals that fail to follow requirements (including support letters) will not be considered.**

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## Detailed Submission Instructions

### COVER SHEET

To complete the cover sheet, you will need to have the following information:

#### I. STUDENT APPLICANT INFORMATION

- a. Your name and major
- b. If submitting with other students, include their full names and majors

#### II. FACULTY PARTNER INFORMATION

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

#### III. PROJECT INFORMATION

- a. Project Title
- b. Community Partner(s)
- c. Amount Requested
- d. Project Start Date
- e. Project End Date<sup>1</sup>

#### IV. 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 current project?
- c. If you answered yes above, have funds been approved?
- d. Please provide details about any funds you've received or requested including from where and amount.

### PROJECT NARRATIVE

The Narrative, which includes all components detailed below, must be:

- No more than 5 pages (excluding references)
- Double-spaced, 1" margins
- 12-point, Times New Roman font

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<sup>1</sup>End dates are the date by which the final report is submitted to CCESL and all funds have been spent. All funds must be used by June 11, 2020. Upon receipt of the final report, unused funds will be returned to the DU Grand Challenges ACE Grant Fund.

Applications that violate these formatting requirements will not be reviewed.

## NARRATIVE COMPONENTS:

Describe your project and how you propose to use the funds. The narrative should be specific, clear, concise and accessible to an interdisciplinary review committee. The narrative must provide evidence that this project qualifies as engaged scholarship by addressing the following:

**Definition of public problem as it relates to the DU Grand Challenges: Increasing Economic Opportunity or Deliberation and Action for the Public Good.** Define the problem to be addressed in terms of both academic (e.g., drawing on relevant academic literatures, the applicant’s past experience, coursework and scholarship) and community understanding of the issue.

**Community partnership.** Describe community partner(s). Explain the history of this partnership, the roles of the community partner and DU stakeholders for this project. For projects focused on the Aspirations phase of DU Grand Challenges, it is acceptable that the partnership be new. The aspirations phase involves identifying the ambitions and hopes of what the community partner(s) want to achieve. Explain any role sharing across the involved institutions. Clearly identify and describe the community that the project is intended to impact as well as ways that the community will participate in the project. Proposals that demonstrate project development in the context of reciprocal community partnership and asset-based understandings of the community will be prioritized. Click [here](#) for more information about asset-based community development.

**Goals.** Define the specific goals of the project in terms of research/creative work impact as well as community impact.

**Methods.** Outline the methods you will use to meet the above goals, including details about approach to scholarship as well as involvement of community partner. Applicants are encouraged to 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). If you have created a team of students to work on this project, list the names of your student team members and what they will be contributing to the project.

**Results.** Describe a plan to analyze the results of this project. The plan should include how you will assess whether the goals of your project were met.

**Benefits to Student Learning.** Describe how this project will benefit your learning. This should reflect how working collaboratively with a community partner will affect your development as a student.

**Benefits to Community.** Describe how this project will benefit the community partner and the community in terms of community-identified needs and/or goals.

**Dissemination.** Describe how you will disseminate the results of your research/creative work (CCESL Public Good Newsletter, journal article, DU Research Day, conference presentations, etc.).

**Budget.** Please use the template below to submit your budget. Please also provide a **detailed justification** for each budget item requested. If justification for an item is not specific, the item may be deducted from the budget. The budget must be submitted using the format below. Applications that violate this format may not be reviewed.

<b>BUDGET TEMPLATE</b>			
	<b>Amount Requested</b>	<b>Other Support*</b>	<b>Total Budget</b>
<b>Brief Description</b>  <b>Materials and Supplies**</b> <b>Software**</b> <b>Travel</b> <b>Stipend***</b> <b>Fringe****</b> <b>Other (please specify below)</b>			
<b>TOTAL =</b>			

\*List any support your academic unit or any other funding source is providing for this effort (e.g. partial departmental funding, PinS, etc.)

\*\*Include your plan for unused materials and supplies as well as software once your research or creative work has been completed. Purchases through the grant do not become personal property once the research has been completed.

\*\*\*Please provide an estimate for the number of hours required for research and the time period in which the research will be done. Your hours will be tracked by your faculty mentor. You cannot exceed 37.5 hours/ week.

\*\*\*\*The University of Denver calculates fringe on student stipends at 1.7% during the academic quarter and 8% during winter and summer break.

### LETTERS OF SUPPORT

Two letters of support are required: 1) from your faculty mentor(s); and 2) from your community partner(s).

The letter from your faculty mentor(s) should highlight the importance of the proposed DU Grand Challenges activity from a departmental perspective as well as department support for you to undertake the proposed work. The letter should include acknowledgement that ACE grant funding will be transferred to the faculty mentor's department, and that the faculty mentor will assist you in accessing funds and monitoring your budget. This letter should also explain how you and the community partner developed the project together, and if this is a continuing collaboration between the faculty member and the community partner.

The letter from your community partner(s) should highlight the importance of the project to achieve a goal set by the community partner(s). If you are partnering with multiple organizations, a representative from each must submit a letter in support of the proposal.

### SUBMITTING THE PROPOSAL

The Cover Sheet, Project Narrative, and Budget should be submitted as one document in PDF format to [DU.GrandChallenges@du.edu](mailto:DU.GrandChallenges@du.edu) and copy [katie.kleinhesselink@du.edu](mailto:katie.kleinhesselink@du.edu) with the subject line YOUR LAST NAME/DUGC ACE GRANT PROPOSAL.

Letters of support must be sent directly to [DU.GrandChallenges@du.edu](mailto:DU.GrandChallenges@du.edu) (copy [katie.kleinhesselink@du.edu](mailto:katie.kleinhesselink@du.edu)) from the letter's author with YOUR LAST NAME/DUGC ACE LETTER OF SUPPORT in the subject line.