

FACULTY FELLOWS PROGRAM 2017—2018 REQUEST FOR PROPOSALS (RFP)

Who Can Apply: Full-time faculty from all disciplines at Indiana Campus Compact partner campuses are eligible to apply.

Fellowship Overview: The Indiana Campus Compact Faculty Fellows program is a year-long learning community experience designed in the tenants of Boyer's vision of the scholarship of engagement. Selected individuals will serve a one-year term as part of a cohort with other engaged scholars from Indiana Campus Compact partner campuses. The program serves as a faculty professional development model to support the integration of service-learning and community engagement into the three components of faculty work: teaching, research, and service.

The overall goals of the program include:

- Supporting faculty in the practice of the scholarship of engagement.
- Providing faculty with opportunities to collaborate with a community organization in a way that advances teaching and scholarship while addressing a significant social, economic, or environmental issue.
- Building a strong and productive social and intellectual community as a cadre of scholars.

ICC Faculty Fellows will**:

- **Teach:** Each Fellow will teach a service-learning course within the program period.
- **Provide Professional Service:** Each Fellow will provide direct service to a nonprofit organization during the program year to assist in addressing a particular community issue that is related to his/her academic discipline or expertise as an educator.
- **Research:** The Fellows will work as a cadre to develop a research or creative project to enhance and advance the field of service-learning and community engagement.

Availability:

- Grant amounts are \$3,750.00. Institutions are required to cash match at least \$1,250.00.
- \$2,000.00 is provided at the beginning of the grant period; the final \$1,750.00 is provided upon successful completion** of the program.

Timeline:

- **Letters of Intent Due:** March 20, 2017, 11:59 pm EDT
Those invited to submit Full Proposals will be notified by April 3, 2017
- **Full Proposals Due:** May 8, 2017, 11:59 p.m. EDT
- **Award Notification:** June 9, 2017
- **Funding Period Begins:** July 1, 2017
- **Faculty Fellows Retreat (1 of 3)**:** Mid-late July 2017 (exact date to be determined by ICC)
- **Midterm Report Due:** January 5, 2018
- **Funding Period Ends:** May 31, 2018
- **Final Report Due:** June 15, 2018

Submitting Letters of Intent and Proposals:

Please submit all documents in PDF format for peer review to: iccgrant@iupui.edu; **ATTN: Faculty Fellows Program/Project Director's Last Name.**

- Letters of Intent should be submitted on University/Department letterhead and include the Project Director's contact information.
- Full proposals are to be submitted with official signatures.

Funding Source: Funding is provided by The Lilly Endowment Inc. through Indiana Campus Compact's project, "Increasing Indiana Higher Education's Collective Impact on Communities: Campus and Community Partnerships to Advance the Public Good."

ICC Contact: Laura Weaver, Director of Programs and Member Development, 317-274-6500 or weaverla@iupui.edu

Faculty Fellows are expected to attend three (3) mandatory, overnight retreats (first retreat will be scheduled for Thursday – Friday in mid-late July; other two retreat dates will be set at the first retreat**); meet all agreed upon group and individual project deadlines; participate in monthly conference call discussions; and initiate and respond to electronic listserv discussions.



2017—2018 Faculty Fellows Program Proposal Title Page

Project Director: _____
(Applicant Name and Title)

Email: _____ Phone: _____

Institution: _____ Department: _____

Project Title: _____

Course Title (if applicable): _____

Requested Project Dates: 7/1/2017 – 5/31/2018 Request Amount: _____ Cash Match: _____

Fiscal Manager: _____ Title: _____
(person who is authorized to process fiscal requests on behalf of the campus)

Email: _____

Have you been funded for an Indiana Campus Grant in the past? Yes* No

**If yes, please include an additional one-page narrative describing the outcomes that have happened since that project.*

In the event your project is funded, ICC will notify your President/Chancellor, the campus faculty, staff, and media liaison. Are there any additional parties you would like notified?

Email: _____ Email: _____

How did you become aware of this funding opportunity? *(select all that apply)*

eBrief ICC staff email Twitter/Facebook

ICC website Other: _____

By signing below, the campus representatives certify to the best of their knowledge that the data in this application is true and correct and the [terms and conditions](#) have been read and dually accepted.

Project Director Signature: _____ Date: _____

Fiscal Manager _____ Date: _____

Faculty Fellows Program Request for Proposal

Letter of Intent

DUE: Monday, March 20, 2017 by 11:59 p.m. EDT

Letters of Intent are to be submitted on university/department letterhead, double-spaced, and not to exceed 2 pages.

Briefly describe the proposed project and include the following:

- a. Identify the course in which you plan to incorporating service learning into and if this is a newly created service learning course or modifications to an existing course.
- b. Indicate the organization in which you plan on providing professional service to and how this connects to your academic discipline.
- c. Describe your previous experience with service learning/engagement and how this collaborative experience will enhance your own professional development.

Full Proposal Guidelines

DUE: Monday, May 8, 2017 by 11:59 p.m. EDT

Full Proposals must be double-spaced and not exceed the page-limits indicated below.

If you are invited to submit a full proposal, you will be notified by Monday, April 3, 2017.

Please submit the following along with the Title Page on page 3.

1. **Abstract:** Briefly describe the proposed project (not to exceed 1 page).
2. **Project narrative:** Use the following outline (not to exceed 8 pages).
 - a. **Teaching:** Describe how you and your community agency partner will develop a service-learning course that will enhance your students' learning. Be sure to include the following:
 - i. the community need(s) or social concern(s) and how it was identified;
 - ii. identify the members of the community-campus partnership, how the partnership was developed and what roles each person in the partnership will play in the project;
 - iii. the course learning objectives and the specific learning objectives tied to the service-learning project/component;
 - iv. outline the service activity;
 - v. the impact of the service integration on student learning and how this impact will be assessed.
 - b. **Professional Service:** Indicate the professional service you (not your students) will contribute to a community partner agency. Be sure to include the following:
 - i. the community partner organization(s) and how you became associated with this organization;
 - ii. the mission of the partnering community organization(s);
 - iii. the type(s) and specific professional service activity(ies) that you will be engaged in during the project period;
 - iv. how the professional service activity(ies) are meaningful to the community organization(s).
 - c. **Professional Development and Support:** Describe how the scholarship of engagement, including the pedagogy of service-learning and community engagement, fits into your philosophy of professional development, and how your participation in the Faculty Fellows Program will benefit your professional development. Be sure to include the following:
 - i. your teaching philosophy;
 - ii. how the Faculty Fellows program will enhance or impact your professional growth;
 - iii. the relevant knowledge, skills, and abilities you have to offer other members of the Faculty Fellow Program cohort.
 - d. **Faculty Recruitment:** Describe the strategies you will use to recruit other faculty members to develop service-learning courses and their own community engagement activities to further the institutionalization of service-learning and community engagement at your institution. Be sure to include the following:
 - i. your role with furthering the institutionalization of service-learning and community engagement at your institution;
 - ii. strategies to mentor and recruit others to develop service-learning courses;
 - e. **Professional Commitment:** Describe how you will continue to model the integration of service-learning and community engagement in your teaching, research, and service beyond the Fellowship year.

3. Letters of support:

- a. Two letters of support are required. More than two letters of support are encouraged. The following are required:
- i. Academic Dean: All applicants must include a letter of support from their academic dean, specifically addressing how this project supports the goals of the school or department.
 - ii. Community Partner: The second letter of support must be from the community agency that will serve as a partner and will benefit from the individual project.

4. Budget:

- a. Each applicant may apply for a grant of up to \$3,750.00.
- b. The institution must provide a minimum cash match of \$1,250.00.
 - i. Cash match must come from the institution and not a community partner or other source.

Include a line item budget indicating how both grant and cash match funds are to be expended with a cost basis column that explains the calculation of line item amounts. The following includes an example of how the line item budget should be structured.

SAMPLE BUDGET

Item	Cost Basis	Grant	Cash Match	Total
Personnel:				
Supplemental pay	7% of \$40,000	\$2,800		\$2,800
Total Personnel:		\$2,800	\$0	\$2,800
Travel:				
National conf. lodging	4 days @ \$108		\$432	\$432
National conf. airfare	Round-trip		\$400	\$400
National conf. registration	1 registration		\$350	\$350
Project site visits	6 trips @ 10 miles roundtrip @ .30		\$18	\$18
Total Travel:		\$0	\$1,200	\$1,200
Supplies:				
Project implementation	Paper, printing, postage for survey		\$50	\$50
Books and materials	20 @ \$50	\$950	\$0	\$
Total Supplies:		\$950	\$50	\$1000
Total Project Costs:		\$3,750	\$1,250	\$5,000

*** It is the responsibility of the Project Director (PD) to ensure that budget items are in accordance with [Indiana Campus Compact's Terms and Conditions](#).*