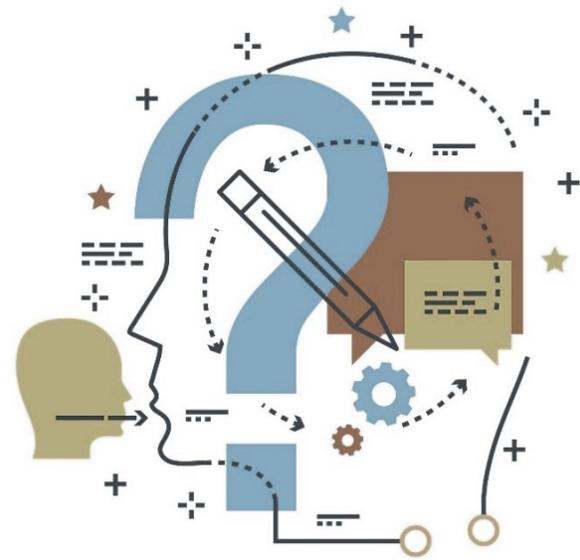




# 2019-2022 Information Packet

## Institutional Research and Student Success Learning Community



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# Institutional Research & Student Success Learning Community (IRSS-LC)

July 2019 – June 2022 Grant Proposal

## Overview

This learning community (LC) experience, partnered with a sub-grant to support original research, is a unique opportunity to bring together two areas that have come to greatly influence the strategic planning and decision-making processes of higher education institutions (HEIs) in the past ten years: institutional research or effectiveness offices and campus-community engagement initiatives. Through this learning community experience, these areas in higher education will coalesce around exploring (empirically) community-engagement initiatives and organizational change or students' success during college. Currently, a small trickle of published research is being produced every year regarding the connections between student success and engagement in service-learning courses. These published materials typically only explore the relationships between one type of community engagement (participation in a service-learning course) and certain aspects of student success during college (specifically, retention and persistence). What is needed, however, is a diverse stream of research and publications (scholarship, reports, white papers, fact sheets, etc.) regarding other types of community-based or community-engaged teaching and learning practices and their relationships to either institutional change or student success during or after college.

## Overall Goals

The work of this learning community intentionally supports Indiana Campus Compact's goal to "increase rigorous and deep assessment... of community engagement's collective impact on the challenges facing Indiana" and beyond as outlined in our Lilly Endowment Inc. funded project "Actualizing Higher Education's Commitment to Campus-Community Engagement for Systematic Change toward a Health Democracy." Related to that goal are several objectives and expected outcomes associated specifically with this learning community and sub-grant. Those objectives, outcomes, and possible outputs are outlined on the Indiana Campus Compact website.

## Eligibility

- Professional staff (directors or above), faculty, and some graduate students (specifically, those who are seeking this funding to support their dissertation) at any Indiana Campus Compact partner institution are eligible to apply. Before distribution of any funds, the research project must be approved from all institutional review boards (IRBs) involved in this project (see timeline above).
- Proposals must be submitted by a team that includes co-Principal Investigators (co-PI), one of whom holds a position or role in civic- or community-engagement initiatives (50% FTE or greater) and one from an institutional research or effectiveness office (50% FTE or greater). The specific roles of each co-PI must be listed in the letter of intent and then completely described in the full proposal. All research partners must be identified at the time that the full proposal is submitted. Finally, each investigator listed must be hosted by a nonprofit or tax-exempt organization.

## Project Duration and Funding

- The IRSS-LC is a one-year commitment. The first ten weeks after the award notification decision may be allocated for IRB approval.
- Funding is received on a reimbursement basis only. Grantees will receive ½ of their award payment in January and the second ½ half in June upon submission of required reports.
- The Lilly Endowment Inc. provides funding through Indiana Campus Compact's project, "Actualizing Higher Education's Commitment to Campus-Community Engagement for Systematic Change toward a Health Democracy."
- Grant amounts are supported up to \$3,800 for a one-year period. Institutions are required to provide a cash match of \$1,140 or more. Indirect costs are permitted up to 20% of the total costs (grant dollars + cash match dollars) of this project.

## Timeline

- Letter of intent deadline: March 18, 2019
- Online application portal opens May 2019
- Full application due: May 13, 2019
- Award decisions announced: June 24, 2019
- Funding Period: July 1, 2019-May 31, 2019
- IRB approval by September 1, 2019
- Final project report due: June 28, 2020



## Review Process & Criteria

Proposals will be reviewed by a team of experts made up of constituents (faculty and staff) from our Indiana Campus Compact partner campuses. Those who serve on this review committee are not eligible to apply or receive funds from this grant during the duration of their time on the review committee. Each proposal will be assigned a score based on a scale similar to that used by the National Institute for Health. The score takes into account both the rigor of the proposal and the likelihood that the proposed work will ultimately lead to informing decision making and strategic planning for civic or community engagement, strengthening institutional practices that connect campus with community, and/or illustrating the impact that civic or community engagement has on the state of Indiana, in other words: student success during and after attending college in Indiana.

## REVIEW CRITERIA

- **Significance:** Does the project address an important area connecting civic or community engagement with institutional priorities, community-based issues, and/or student success? If the aims of the project are achieved, how will knowledge or practices be advanced? What will be the effect of the project on the concepts, methods, technologies, treatments, services, or other interventions that drive the fields of institutional research and/or campus-community engagement?
- **Approach:** Are the logic model or conceptual framework, design, methods, and analyses adequately developed, well integrated, well-reasoned, and/or appropriate for the aims of the project? Does the applicant acknowledge potential problem areas and consider or offer alternative tactics?
- **Innovation:** Is the project original or innovative? For example: Does the project challenge existing paradigms or practices; address an innovative hypothesis or critical barrier to progress in the fields of higher education administration, community or civic engagement, institutional research or organizational effectiveness? Does the project develop novel concepts, approaches, methodologies, tools, or techniques?
- **Investigators:** Are the investigators appropriately trained and well suited to carry out the full project? Is the work proposed appropriate to the experience level of the principle investigator and other researchers? Does the investigative team bring complementary and integrated expertise for carrying out the project to its close?
- **Environment:** Is there evidence of institutional support? Does the proposed project benefit from unique features of the environment, subject populations, or employ useful collaborative arrangements to take advantage of certain environmental factors?
- **Budget and timeline:** Are the budget and the period of this experience fully justified and reasonable, given the proposed project?
- **Overall impact:** considering all of the above areas, and additional criteria as applicable, how likely is it that the project will exert a sustained and powerful influence on the fields involved?

Additional Review Criteria: As applicable for the project proposed, reviewers will evaluate the following additional items while determining scientific and technical merit and in providing an overall impact score, but will NOT be given separate scores for any of these items:

- Protections of Human Subjects
- Inclusion of women, minorities, and students
- Resubmission
- Renewal
- Revision

Other Considerations: As applicable for each project proposed, reviewers will consider each of the following items, but will not give scores for these items and should not consider them in providing the overall impact score.

- Applications from international higher education institutions.
- Resource sharing plans

## Deadlines, Application Processes, & Award Terms

<i>Fiscal year&gt;&gt;</i>	July 1, 2019- June 30, 2020	July 1, 2020- June 30, 2021	July 1, 2021- June 30, 2022
<b>Letters of intent DUE</b>	March 18, 2019	March 16, 2020	March 15, 2021
<b>Full proposal DUE</b>	May 13, 2019	May 11, 2020	May 10, 2021
<b>Award notification</b>	June 24, 2019	June 22, 2020	June 21, 2021
<b>Funding period begins</b>	July 1, 2019	July 1, 2020	July 1, 2021
<b>Learning Community Meetings (1= in-person, 2 = via technology)</b>	In person= Early August 2019 Subsequent meetings are scheduled based on the learning community participant's availability.	In person= Early August 2020 Subsequent meetings are scheduled based on the learning community participant's availability.	In person= Early August 2021 Subsequent meetings are scheduled based on the learning community participant's availability.
<b>Ideal IRB approval date</b>	By or before September 1, 2019	By or before September 1, 2020	By or before September 1, 2021
<b>Midterm Report DUE</b>	January 13, 2020	January 11, 2021	January 10, 2022
<b>Funding period ends</b>	May, 31, 2020	May 31, 2021	May 31, 2022
<b>Final Report &amp; Outputs DUE</b>	June 28,, 2020	June, 26, 2021	June 25, 2022

## Application Process

There are two essential steps to applying for the following opportunity, they are:

- **Letter of Intent:** All applicants are expected to submit a brief letter expressing their interest in and intent to participate in this experience. The information requested will include applicant and institution contact information along with
  - a working title (75-100 characters),
  - a brief project description (250-word limit) and,
  - a section focused on articulating how you will PARTICIPATE in a learning community as either a learner, contributor, collaborator or colleague in this experience (250-300 words).

Letters must be sent to [iccgrants@iupui.edu](mailto:iccgrants@iupui.edu) and [haweiss@iupui.edu](mailto:haweiss@iupui.edu). Subject must include Letter of Intent/IRSS/Last Name/Institution. We accept pdf, doc, or docx attachment types.

- **Full Proposal Submission:** All applicants will be expected to submit their full proposal using the grant application portal, which will be available in May 2019. All narratives and budget worksheets will be uploaded via pdf, doc, or docx file type.

Upon acceptance of the award, the Primary Investigators (PI) and their employing institution will be required to sign an award letter indicating acceptance of Indiana Campus Compact's grant terms and conditions. Indiana Campus Compact must be notified in advance of, and approve, any significant changes in the research project (e.g., protocols, data collection instruments, recruitment, dissemination, etc.).



## Full Proposal Requirements

Please note: Full proposal requirements and expectations are subject to change. Required formatting: The proposal narrative (not including the title and abstract) may not exceed 3,000 words. Font must be at least 11 points and 1.5 spacing.

Full and complete proposals will include the following components:

1. **General contact information:** Contact details for the applicant, institution, and parties responsible for fiscal and grant management. See Exhibit A for a sample of the demographic information that will be collected in the application portal.
2. **Narrative**
  - a. **Title and Abstract** (250-word limit for abstract): Provide a summary description of the proposed research project. Do not include proprietary information, if applicable. If the proposal is funded, the abstract may be used by Indiana Campus Compact for marketing and informational purposes to describe our organizational activities.
  - b. **Project description:** Describe the topics to be addressed and provide a rationale for a particular methodological or epistemological approach for answering or addressing the question/problem/project. Here you should address specific aims, rationale, description of study design and methods, recruitment, and analysis.
  - c. **Collaborative plans:** Provide a description of the partnership(s) between institutional researchers and community or civic engagement professionals, faculty, or others, and an outline describing how partners will work together to complete the project, how they may have worked together in the past, and potential plans for future collaboration.
  - d. **Brief description of proposed project leadership:** Document the relevant credentials and experience(s) that the co-PIs and other key leaders bring to the partnership/project. Include a brief description of the project team's prior experiences (if any) in similar projects and community-academic research partnerships and/or plans for forming a partnership.
  - e. **Description of participants' learning and participation in groups:** Describe how participating in a learning community will benefit all partners involved in this project. Articulate any broad learning goals or specific learning outcomes the participants expect to gain by joining in the learning community experience. Finally, address how participants will intentionally interact throughout the term of the project-outside of Indiana Campus Compact convening the group for the sake of participating in this particular experience.
  - f. **Impact statement:** Describe who will benefit from the research, how they will benefit, and what activities are in place to maximize opportunities to make an impact. Indicate how the project results will be utilized, and by what means they will be disseminated.
3. **Timeline:** Include a proposed sequence or timetable for major project components and indicate the start/completion dates. Please note, this is a one-year term and all fiscal matters must be completed within the grant term dates.
4. **Budget and justifications:** Include a detailed budget and narrative that specifically relates each item in the project's budget to a project activity. Discuss how direct costs are consistent with the proposed methods, specific aims, and values of each field involved.
5. **Bibliography/references**
6. **Biographical sketches, CVs or resumes for the key personnel of this project**
7. **Appendices:** Items such as survey instruments and tools will be accepted. However, please keep the number of appendices to a minimum.
8. **Agency/institution's federal 501©3 status:** Agency determination letter or proof of tax exempt status.



## Appendix A – *Sample* Demographics Institutional Research & Student Success Learning Community (IRSS)

This appendix provides a *sample* of the information collected through our grant portal. You do not need to add any information to this appendix, but please be prepared to provide this information when submitting your request for funding.

### Principle Investigator

First and Last Name

Professional Title

Institution

Institutional Department

Institutional Phone

Institutional Email

Personal email (must not match institutional email)

Permanent address (cannot match the institutional address)

Professional Bio (limited to 300 words, provided as an uploaded document via pdf, doc, or docx file type)

Professional Headshot (provided as an uploaded document, must be 300 dpi .jpeg)

### Co-Principle Investigator

First and Last Name

Professional Title

Institution

Institutional Department

Institutional Phone

Institutional Email

Personal email (must not match institutional email)

Permanent address (cannot match the institutional address)

Professional Bio (limited to 300 words, provided as an uploaded document via pdf, doc, or docx file type)

Professional Headshot (provided as an uploaded document, must be 300 dpi .jpeg)

### Project Information

Project Title

Project Dates

Grant Funds Request Amount (grant dollars only, not including cash match dollars)

Institutional Cash Match provided

### Fiscal/Grant Manager

Fiscal Manager\* First and Last Name

Fiscal Manager Institutional Email

\*The Fiscal Manager refers to the individual who is a designated financial signatory for the campus. The fiscal manager will fulfill the fiscal reporting requirements and manage all fiscal aspect of the grant.

Grant Manager\* First and Last Name (if different from the project director or fiscal manager)

Grant Manager Institutional Email (if different from the project director or fiscal manager)

\*The Grant Manager refers to the individual who is overseeing the grant process and submitting required reports.

### Signatures

The Primary Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Project Director will sign the uploaded fiscal form.

Your digital signature will represent, to the best of your knowledge, that the information you provided is true and correct and that you have agreed to the 2019-2022 Indiana Campus Compact Grant Terms and Conditions.



\*Please note, although request for proposals for the following campuses must be routed through their central offices, we require each PI to create their own individual account for submissions. General accounts by Contract and Grants office will not be accepted.

- Indiana University (Bloomington, Kokomo, East, South Bend, and Southeast) must route their application through Indiana Universities Contract and Grants office.
- Purdue University Northwest, Purdue University, and Purdue University Fort Wayne must route their application through Purdue Universities Sponsored Programs office.
- Ivy Tech campuses must route their application through the Ivy Tech Central Indiana's Grants office

