



# RESEARCH *WITH* AND *ABOUT* COMMUNITY ENGAGEMENT

April 2020 – June 2022 Request for Proposals

## Overview and Program Goals

The Indiana Campus Compact **Research *With* and *About* Community Engagement** funding opportunity will support original research aimed at empirically exploring community engagement initiatives and organizational change at institutions of higher education in Indiana or the effect community engagement has on students' success during or after college. Funded research will support Indiana Campus Compact's goal to "increase rigorous and deep assessment...of community engagement's collective impact on the challenges facing Indiana" and beyond. This funding opportunity seeks to connect community-engaged scholars, both within higher education and community organizations, with individuals from institutional research or effectiveness offices as a means of supporting their research efforts.

Currently, there is only a small amount of published research each year that explores the relationship between the type of community engagement experience (e.g., course-based service-learning, community-based undergraduate research, co-curricular community engagement) and aspects of student success (e.g., retention and persistence, civic-mindedness, success beyond graduation). Further research is also needed on the relationship between community engagement practices and organizational change at institutions—higher education, community organizations, and local communities as a whole. Additionally, we seek to support the development of a diverse stream of published research outputs, both traditional and non-traditional in nature, documenting the research on community-engaged and community-based teaching and learning practices and its connection to institutional change and student success.

The overall goals of the program include:

1. Increase the amount of original research documenting the collective impact of community engagement practices on the challenges facing Indiana.
2. Increase the number of published research outputs, traditional and non-traditional, that document research on community-engaged and/or community-based teaching and learning practices and their connection to institutional change and/or student success.
3. Strengthen partnerships between community-engaged scholars, both within higher education and community organizations, and institutional research and effectiveness professionals aimed at increasing research about institutional community engagement practices.

The **Research *With* and *About* Community Engagement** grant seeks to fund two types of research projects:

1. Original research that is in partnership with community organizations or community members and is focused on topics, issues, or questions that arise from the community, partnering organization or community at large, and because the community has determined they are important, relevant, or timely. This type of research is commonly referred to as community-based research or community-based participatory research (see Frabutt, & Graves, 2016; Israel, et al., 2008; Strand, et al., 2003; & Viswanathan, et al., 2004 for common definitions).
2. Original research that is about the impact of community engagement on organizational change at the institution, both higher education and/or community organization institutions, and the impact it has on the institution's stakeholders.

## Eligibility

The **Research *With* and *About* Community Engagement** grant requires a Principal Investigator and Co-Principal Investigator. Below is a list of eligible applicants.

The following individuals at Indiana Campus Compact partner institutions are eligible to serve as either a Principal Investigator or Co-Principal Investigator:

- Senior administrator with responsibilities in overseeing university-wide community engagement initiatives
- Faculty from any discipline, and of any rank (e.g., pre-tenure, post-tenure, non-tenure, instructor of practice) and is employed at the institution a minimum of 50% FTE
- Community engagement professional (e.g., student affairs staff, academic affairs staff) who is employed at the institution a minimum of 50% FTE
- Institutional research and effectiveness professional who is employed at the institution a minimum of 50% FTE
- Doctoral student (full- or part-time) from any discipline looking to support their dissertation research

The following individuals are eligible to serve only as Co-Principal Investigators:

- Representatives from community partner organization(s) (or community members) who play a critical role in the development and implementation of the research project
- Faculty from any discipline, and of any rank who are employed at the institution less than 50% FTE
- Graduate student (full- or part-time) from any discipline

## Project Duration, Availability, and Application Timeline

### Project Duration and Availability

Funded projects are expected to last 15 to 24 months, as determined by the Principal Investigator(s). All projects must be completed by May 31, 2022.

Indiana Campus Compact has funding to award six **Research With and About Community Engagement** grants during this funding cycle.

- Grant award amount are up to \$5,000
- Institutions are required to provide a minimum cash match of \$1,500, or 30% of the grant award amount.

Funding is awarded on a reimbursement basis. Grantees will receive reimbursement upon submission of required reports.

### Application Timeline

Proposals for the **Research With and About Community Engagement** grant are accepted during the cycles outlined below. Projects **must start** at least **seven weeks after** the application due date. Project end dates are determined by the Principal Investigator(s), but **must be completed** by Tuesday, May 31, 2022.

Proposal Due Date	Funding Notification	Earliest Project Start Date
Monday, June 15, 2020	Friday, July 24, 2020	Monday, August 3, 2020
Monday, August 10, 2020	Friday, September 18, 2020	Monday, September 28, 2020
Monday, November 9, 2020	Friday, December 18, 2020	Monday, January 4, 2021
Monday, February 8, 2021	Friday, March 19, 2021	Monday, March 29, 2021

## Application Routing and Submission Process

### Institutional Internal Routing

Applicants are responsible for ensuring their application has been routed through, and approved by, their granting offices (e.g., sponsored program, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining grants prior to submitting the application to Indiana Campus Compact. Any application not approved by their granting office, or properly routed will not be funded.

### Submission Process

All applicants will be expected to submit their full proposal using the [Indiana Campus Compact Engagement Portal](#). All narratives and budget worksheets are required to be uploaded as either Adobe PDF (.pdf), Microsoft Word (.doc or .docx.) or JPEG (.jpg) file types. Multiple files may be uploaded in a Zip (.zip) folder.

We require each Principal Investigator to create their own individual account for submissions. General accounts created by Contract and Grants offices will not be accepted.

All submissions must be completed at one time, the system is not able to save incomplete applications for completion at a later date. Detailed instructions on how to create a user profile in the [Indiana Campus Compact Engagement Portal](#) can be found on the [Indiana Campus Compact website](#).

Details on the requirements for each component of the full proposal can be found in the [Proposal Guide](#) on [pages 4 through 6](#) of this document.

The following items are to be uploaded as a single document:

1. Proposal abstract
2. Proposal narrative
3. Project timetable
4. Project leadership team overview
5. Proof of CITI Program certification
6. Additional appendices as appropriate

The following items are to be uploaded as individual documents:

7. Marketing statement
8. Budget narrative

9. Indiana Campus Compact Fiscal Request Form
10. Principal Investigator biography
11. Principal Investigator headshot—*high resolution JPEG file*
12. Co-Principal Investigator(s) biography
13. Co-Principal Investigator(s) headshot—*high resolution JPEG file*

All documents are to be saved using the following format: Research.PI Last Name.document.pdf or Research.PI Last Name.document.docx (e.g., Research.Doe.Proposal.pdf or Research.Doe.Budget Narrative.pdf)

## Award Terms

The Principal Investigator must seek, in writing, approval from Indiana Campus Compact for any significant changes in the project scope, research protocol(s), or budget prior to implementing changes.

Indiana Campus Compact reserves the right to use your project's application and/or grant report as an example of successfully funded projects on the website and/or other print/electronic materials.

Any data and/or results derived from the project shall be the joint property of grantee and Indiana Campus Compact. Neither party will be required to report or account to the other for its use of data and/or results and each shall be free to use data and/or results for any lawful purpose.

By submitting a proposal, you are agreeing to the above stated terms and conditions. In addition, you are agreeing to [Indiana Campus Compact's Terms of Service, Online Privacy, and Non-Discrimination notices.](#)

If selected for an award, the Principal Investigator(s) and their employing institution will be required to sign an Award Letter indicating acceptance of Indiana Campus Compact's [Grant Terms and Conditions.](#)

## Questions

Direct question to Laura Weaver, Director of Professional Development and Engaged Learning at [laura@incampuscompact.org](mailto:laura@incampuscompact.org).

## Funding Source

Funding for this program is supported by a grant from Lilly Endowment Inc. to Indiana Campus Compact.

## About Indiana Campus Compact

Indiana Campus Compact is a 501(c)(3) non-profit partnership of Indiana's public, private, and community college higher education institutions focused on advocating, implementing, and improving community engagement efforts so that students graduate as well-informed, engaged, and productive members of society who are fully enabled to provide leadership and service that advances the public good in their communities. Indiana Campus Compact is an affiliate of National Campus Compact, headquartered in Boston, Massachusetts.

## References

- Frabutt, J. M., & Graves, K. N. (2016). The language and methods of community research. In M. Beckman & J. F. Long (Eds.), *Community-based research: Teaching for community impact*, (pp. 15 – 32). Stylus.
- Israel, B. A., Eng, E., Schulz, A. J., Parker, E. A., Becker, A. B., Allen, A. J., & Guzman, J. R., (2008). Critical issues in developing and following CBPR principles. In M. Minkler & N. Wallerstein (Eds.), *Community-based participatory research for health: From process to outcomes* (pp. 47 – 66). Jossey-Bass.
- Strand, K., Marullo, S., Sutforth, N., Stoecker, R., & Donohue, P. (2003). *Community-based research in higher education: Methods, models and practice*. Jossey-Bass.
- Viswanathan, M., Ammerman, A., Eng, E., Gartlehner, G., Lohr, K. N., Griffith, D., ... Whitener, L. (2004). *Community-based participatory research: Assessing the evidence* (Evidence Report/Technology Assessment No. 99). Rockville, MD: Agency for Healthcare Research and Quality.

### Requirements for the Full Proposal

#### Formatting

Proposals must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide), and include a reference page and appendices where appropriate. Any applications that are not double spaced, do not use Times New Roman font, and do not include page numbering throughout may be rejected.

#### Project Title and Applicant Information

The Principal Investigator will enter the following information directly into [Indiana Campus Compact's Engagement Portal](#) when submitting the proposal. As a reminder, all submissions must be completed at one time, the system is not able to save incomplete applications for completion at a later date.

1. Project Title
2. Project Start Date—*must be a minimum of seven week later than the proposal submission deadline*
3. Project End Date—*all project must end by May 31, 2022*
4. Grant Funds Requested—*dollar amount, maximum of \$5,000*
5. Institutional Cash Match Provided—*dollar amount, minimum of 30% of requested amount*

The following information is required for the Principal Investigator and the Co-Principal Investigator:

1. Full name
2. Academic institution or community organization affiliation
3. Professional title
4. Department or unit
5. Email address
6. Business phone number
7. Biography—*300 words or less, uploaded as an individual document*
8. Headshot—*uploaded as a high resolution JPEG file*

The following information is required for the Fiscal Manager\* and the Grant Manager\*:

1. Full name
2. Professional title
3. Email address

\*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.

\*The Grant Manager refers to the individual who oversees the institutional grant process. The individual is typically in your institution's post-award department. The PI cannot serve as the Grant Manager.

#### Proposal Marketing Statement

The proposal marketing statement is to be uploaded as an individual document (files) within the [Indiana Campus Compact Engagement Portal](#) during the submission process. It should be formatted as indicated above and include the Project Title, and Principal Investigator(s) name(s) and institution(s).

#### Proposal Marketing Statement—not to exceed 500 words

A brief overview of the proposed project and focus on the specifics of its importance to the general public. If this project is funded, this statement will be used in media releases and by Indiana Campus Compact. This statement should include the following components:

1. A minimum of two quotes from a variety of relevant stakeholders (e.g., from the Principal Investigators on the significance of the research, from the community partner on the impact to the community, from an institutional administrator on the relevance to the field as a whole).
2. How this research either partners with local community partners (or members) in an authentic way, or how this research is examining the impact community engagement is having on the institutions or its stakeholders.

#### Proposal Abstract, Narrative and Supplemental Documents

The proposal abstract, narrative and other supplemental documents are to be uploaded as a single document (file) within the [Indiana Campus Compact Engagement Portal](#) during the submission process. This document should be formatted as indicated above, and include the Project Title, and Principal Investigator(s) name(s) and institution(s).

### **Proposal Abstract**—*not to exceed 500 words*

A summary description of the proposed research project, including intended outcomes and outputs. The abstract should align with abstracts typically submitted for academic conferences and/or peer-reviewed publications.

### **Proposal Narrative**—*not to exceed five pages excluding references*

1. **Project description and literature review:** Introduce and describe the research topic to be addressed, including the research question or hypothesis for the project. Provide a brief review of the relevant literature.
2. **Study design:** Describe your research design framework and provide a rationale for the particular methodological approach selected. This section must include the following:
  - a. discussion of what data will be collected;
  - b. discussion of how the data will be collected, if developed, include examples of tools to be used (e.g., preliminary or finalized), as appendices;
  - c. if the study involves human subjects, include a discussion of the target participants, a recruitment strategy, anticipated number of participants;
  - d. anticipated data analyzation methods, and why these are appropriate methods; and
  - e. any foreseen limitations to the selected methods.
3. **Anticipated outcomes and impact:** Describe the anticipated outcomes and long term impact of the project, including:
  - a. what is the benefit of the knowledge generated from the project to the institution, the community, the field of community engagement or other scholarly fields, and other identified stakeholders;
  - b. how the findings will be shared with a broad and diverse audience; and
  - c. identify at least one scholarly product (e.g., traditional, creative works, and/or educational/public resource) that could be produced and disseminated based on this project and a potential venue for dissemination.
4. **Collaborative plans:** Provide a description of the authentic partnership(s) involved in this project, including:
  - a. who is involved with the project, including key research members beyond the principal investigator(s), and what role each stakeholder plays; and
  - b. how each individual may have worked together in the past and potential plans for future collaborations.

### **Project Work Plan and Timetable**—*not to exceed two pages*

A brief narrative work plan for the project including an analysis of the feasibility of project completion during the award period and a proposed implementation timetable for the project which outlines the major components of the project. The timeline should include start and end dates for each activity and a brief description/details for the activity. You are required to include the following items in your timeline: submission to institutional IRB; data collection; data analyzation; and plans for dissemination. Note, all funded projects must be completed by May 31, 2022.

### **Research Leadership Team**—*not to exceed two pages*

Highlight the leadership of the research team and the qualifications of each member as it relates to the proposed project. Include the following information as appropriate: academic background; research or expertise related to the proposed research; discussion of the relationship between the proposed research and other current, past, or pending funded projects; and related scholarly or creative works (e.g., publications, presentations, reports) developed in the past five years.

### **Proof of CITI Program Certifications**

Include proof that the Principal Investigator, all Co-Principal Investigator(s), and key research team members have completed the appropriate Collaborative Institutional Training Initiative (CITI Program) courses for the proposed research. These should be included as appendices to the project narrative.

### **Additional Co-Principal Investigator(s)**

If the project includes more than a Principal Investigator and Co-Principal Investigator, please include the following information for each additional Co-Principal Investigator as an appendices:

1. Full name
2. Academic institution or community organization affiliation
3. Professional Title
4. Department or unit
5. Email address
6. Business phone number
7. Biography—*300 words or less*
8. Headshot—*attached as a high resolution JPEG file*

### **Additional Appendices**

Include relevant items such as methods frameworks, preliminary survey instruments, or other research tools.

## Budget and Budget Justification

The budget narrative and fiscal request form are to be uploaded as individual documents. The budget narrative should be formatted as indicated above and include the Project Title, and Principal Investigator(s) name(s) and institution(s).

- Budget Narrative:** Briefly outline the anticipated expenses and how they support the project—*not to exceed one page*.
- Fiscal Request Form:** Proposals must include the Indiana Campus Compact Fiscal Request Form, see Appendix A. All requests must adhere to the [Grant Terms and Conditions](#) regarding allowable and non-allowable funding requests.

### SAMPLE BUDGET

ITEM	COST BASIS	GRANT	CASH MATCH	TOTAL
Faculty supplemental pay	2% of \$60,000	----	\$ 1,200.00	\$ 1,200.00
Student assistant stipend	1 @ 5 hours/week @ \$10/hour; 24 weeks	\$ 1,200.00	----	\$ 1,200.00
Community partner stipend	1 @ \$1,200 each	\$ 1,200.00	----	\$ 1,200.00
National conf. lodging	2 nights @ \$125	----	\$ 250.00	\$ 250.00
National conf. airfare	Round-trip \$350 x 2 (PI & Co-PI)	\$ 700.00	----	\$ 700.00
National conf. registration	2 registration \$300 x 2 (PI & Co-PI)	\$ 600.00	----	\$ 600.00
Transcription Service	Transcribe study focus groups	\$ 550.00	----	\$ 550.00
Project implementation	Research materials/books, audio recorder	\$ 100.00	\$ 50.00	\$ 150.00
Focus group implementation	Hospitality: \$130 x 5 sessions	\$ 650.00	----	\$ 650.00
	<b>Total:</b>	<b>\$ 5,000.00</b>	<b>\$ 1,500.00</b>	<b>\$ 6,500.00</b>
	Total Amount Request:	\$ 5,000.00		

## Letters of Support

Each letter of support will be uploaded individually. Letters of support are to be submitted on institutional/organizational letterhead, unless submitted by a community member.

All research proposals **require** the following letter of support:

- Senior Administrator:** All applicants must include a letter of support from a senior-level administrator (e.g., department chair, school or college dean/dean of students, provost/vice chancellor for academic affairs, vice president for student affairs) at the institution. This letter should specifically address how the project supports the goals of the department and/or institution.

Research proposals involving a community partner organization, or community members, also require the following letter of support:

- Community Partner:** The second letter of support must be from the community organization, or community member, that will serve as a partner for the project. This letter must address how the community partner, or community member, has played a reciprocal role in the co-development of the project and is committed to the completion of the project.

\*Applicants may submit additional letters of support as appropriate. Additional letters must be added to a .zip folder in order to be uploaded to [Indiana Campus Compact's Engagement Portal](#) for submission.

## Signatures

The Principal Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Principal Investigator will sign the Fiscal Request Form prior to it being uploaded.

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](#). In addition, you are agreeing to [Indiana Campus Compact's Terms of Service, Online Privacy, and Non-Discrimination notices](#).

