



Applications Due: 5:00 p.m. on Friday, Dec 8, 2017

Spring 2018 Faculty Minigrant Proposals for Community Engaged Research and Projects

UAA's Center for Community Engagement & Learning (CCEL) announces a ***request for proposals***. Awards are open to full-time faculty in all UAA schools and colleges and at all campuses. Funded proposals will **conduct community engaged research or plan and carry out community projects and involve UAA students whenever possible**. These projects include engaged scholarship and professional partnerships with community organizations that incorporate the principles of reciprocity and respect for community knowledge with research or creative activity.

Procedures and Criteria for Allocating Minigrant Funds

Full-time faculty may apply for up to \$2,000 faculty awards for research/creative projects. Faculty are encouraged to "stage" their projects if they are anticipated to be more costly and re-apply for the next stage as the first stage nears completion. Awards may be used to defray costs associated with community engaged teaching or research/creative activities, such as community partner honorarium, student research/liaison assistance, books, supplies, or presentation at conferences (however, no more than \$500 may be devoted to airfare). Although we do not restrict funds from being used for faculty salaries, it is not a priority of this mini-grant fund to do so.

Criteria for Ranking of Awards

Applications are open to all full-time UAA faculty. The Minigrant Review Committee will rank proposals according to best practices for proposals that describe a well-defined project that meets a public need or provides a public good and:

- Demonstrates community involvement and reciprocity in the development and implementation of the project;
- Includes student involvement and educational outcomes where appropriate to do so;
- Reflects roles appropriate to the capabilities of each participant: student, faculty, and community organization;
- Demonstrates a realistic time frame and appropriate use of resources for the proposed impact of the project;
- Disseminates the results of the project to community and academic audiences.



Reporting and Reimbursement Procedures

All community engaged faculty awards are made possible through UAA's Center for Community Engagement & Learning (CCEL). You will be asked to acknowledge this support in any papers or publications derived from the activities supported by this award.

Faculty who accept these awards agree to:

- Share the results of the project, outcomes with community partnerships, and evaluative assessments in special forums and venues at UAA.
- Complete and account for all budget expenditures by June 8, 2018, prior to fiscal year end deadlines.
- Submit a brief final report through a CCEL survey, highlighting the importance and benefits derived through this support, as well as documentation of budget expenditures.
- If the project involves a community-engaged course, we may request to implement a survey of your students and your community partner(s).

Application Procedures

Applicants must provide cover page (included in application packet) along with:

- An abstract of no more than 85 words and a set of key words (Note: this is a new request).
- A description of the community-engaged research or project proposed using the criteria above as guidelines;
- A budget (template provided in packet) and brief budget narrative for the requested funds;
- A letter of support from a community partner.

Please submit electronic copies (one scanned pdf preferred) of the complete application materials to the Center for Community Engagement & Learning by **December 8, 2017 at 5:00 pm** via the CCEL department email address uaa.ccel@alaska.edu.
Decisions will be sent by Dec 15th.

For additional information or questions, contact the CCEL Director, Judy Owens-Manley at 786-4087 or jowensmanley@alaska.edu. Or visit our website at www.uaa.alaska.edu/engage.

Center for Community Engagement & Learning (CCEL)
Consortium Library, Room 211N
University of Alaska Anchorage
3211 Providence Drive, Anchorage, AK 99508



COVERPAGE
Spring 2018
Faculty Minigrant Proposals for
Community Engaged Research and Projects

Applicant Name: _____ Phone: _____

Department: _____ Office Bldg/Rm: _____

Dept. Fiscal Manager: _____ Phone: _____

Project Title: _____

Community Partner(s): _____

Contact Information for Community Partner: Name: _____

Address: _____

Phone: _____ Email: _____

This is a: (check one)

New research or creative activity project

Continuing research or creative activity collaboration

Please attach this cover page with budget narrative to a description of the research or creative project to be conducted. The proposal should not exceed six double-spaced pages. Guidelines for the proposal can be found at www.uaa.alaska.edu/engage.

Faculty Applicant - print

Signature

Date

Dept. Chair, Dean or Director - print

Signature

Date

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CCEL Budget Template

EXPENDITURE TYPE	DESCRIPTION OF EXPENDITURE	AMOUNT	MATCH (IF ANY)
PERSONAL SERVICES			
1000			
TRAVEL*			
2000			
CONTRACTUAL SERVICES			
3000			
COMMODITIES			
4000			
MISCELLANEOUS			
TOTAL			

CATEGORY DEFINITIONS

PERSONAL SERVICES –Account classification for salaries and wages for university employee services.
Examples: Student assistants (see page 5 for details), Faculty summer assignments (include benefits).

TRAVEL - Account classification for travel expenditures. This group includes transportation, lodging, meals and other incidental travel expenses incurred by an individual on official travel status while away from a permanently assigned duty station.

*Please note-all travel must be pre-authorized and costs allowed per your department and college guidelines.

CONTRACTUAL SERVICES - Account classification for services rendered to the university.
Examples: Transcription services, honoraria, research subject payments, software licenses, printing services.

COMMODITIES - Major account classification for all commodities.
Examples: Supplies, materials, or equipment less than \$5,000 in value. Digital cameras, voice recorders, field analysis kits, lab supplies, office type supplies.



Employment of Student Workers

Students may be hired with your mini-grant funds. The student wages should be included in your projected budget, following the university guidelines and hourly/total salary based on level described below. CCEL has written and had approved ahead of time two possible positions, at two different levels, for your projects. Please select the appropriate level for the student(s) positions and indicate as such in your budget. Please also note the link to a salary table below these two job descriptions and the observation that students will start at Step 1 on Level B or C, unless you make a specific request that they be started at a higher level with a rationale for that request.

Please contact Christina Gheen in CCEL at 786-4062 or your fiscal manager if you need assistance with this.

Student Assistant 1 Level B

The project assistant works under the supervision of a faculty member or with the direction of faculty under the supervision of a Project Assistant 2. Project duties may include communication with community agencies, data collection, and project tasks that are varied and may require independent judgment. Students hired for this position are required to have prior experience with community agencies or community-engaged work through academic service-learning, paid employment or volunteer work and be at a sophomore level minimally. The successful candidate for this position will have good organizational capabilities to coordinate activities for the project; computer skills to maintain project information or data; good oral and written communication skills to assist faculty in project implementation.

Student Assistant 2 Level C

The Project Assistant 2 works under the general direction of faculty member but does not require direct supervision and functions with intermittent supervision or works independently. Project duties require research skills and may require decision-making in developing new procedures or techniques. Work may involve supervision of other student employees and connection with community organizations as a representative of the project. Students hired at this level are providing significant support for a research project or substantial coordination of a creative or service project and may conduct portions of the project independently. Students hired for this position are required to have prior experience with community agencies or community-engaged work through academic service-learning, paid employment or volunteer work and be at minimum at a junior level academically. The successful candidate for this position will have knowledge of data collection and preferably of data analysis, good oral and written communication skills, excellent computer skills, and a demonstrated capacity for critical thinking and ability to problem solve.

Current salary schedules for student assistants can be found at:

<http://www.alaska.edu/classification/salary-schedules/>