



Indiana Campus Compact
Faculty Fellows Program
Narrative and Fiscal Reporting Guidelines
2019 – 2022

SUBMISSION GUIDELINES

- All reporting documentation (including artifacts and appendices) are to be submitted via the [Indiana Campus Compact Engagement Portal](#) and must be submitted under the Principle Investigator's (Faculty Fellow) profile.
- All reporting documents (including artifacts and appendices) that are required as up-loadable documents in the Indiana Campus Compact Engagement Portal (see reporting outputs), must also be uploaded into the Principle Investigator's (Faculty Fellow) individual report folder in the [Box cloud storage system](#).
- Files are to be saved as either a Microsoft Word (.doc or .docx), PDF file (.pdf), or print quality JPG photos (300 dpi resolution, .jpg), and labeled with the Principle Investigator's (Faculty Fellow) last name and reporting term (e.g., Weaver.Mid-Term Report 2019.pdf or Weaver.FellowProjectPhoto1.jpg).
- Fiscal Reports must be uploaded via the Indiana Campus Compact Engagement Portal via the Principle Investigator's (Faculty Fellow's) profile and in accordance with the Fiscal Reporting Guidelines.
- Fiscal Reports must be signed by the Principle Investigator (Faculty Fellow) and the Fiscal Officer prior to being submitted.

REPORTING SCHEDULE

This document has been provided for planning purposes. If your project is funded, you will receive a personalized Reporting Guide as part of your Award Packet. Your Award Packet indicates the terms of your Faculty Fellowship, as well as your narrative and fiscal reporting dates.

If you have questions regarding the Faculty Fellows Program, please contact Laura Weaver, Director of Professional Development and Engaged Learning at laura@incampuscompact.org.

REPORTING OUTPUTS

The reporting outputs below represents the information that will be collected via the [Indiana Campus Compact Engagement Portal](#) at various points during your funded project and are listed here to help you prepare to enter the information electronically via the Portal.

All reporting documents, including the outputs outlines below, are to be submitted electronically via the Engagement Portal under the Principle Investigator's profile. For a schedule of when reporting documents are to be submitted, please see the Reporting Schedule outlined above.

ITEMS OF NOTE

- All reporting documents are to be formatted (double spaced, Times New Roman) according to the guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide), and include a Reference Page where appropriate.

- Items marked with an asterisk (*) are required reporting outputs for all funded projects. All Principle Investigators should be prepared to enter a response/provide an example.
- Not every reporting output/matrix will apply to your funded project. Where appropriate, please enter (or select) N/A for “not applicable”.
- When entering numerical data, only enter zero (0) when indicating that none of an indicated population was engaged. If the prompt is not applicable to your funded project enter N/A.
- For some of the items below, especially where a list or drop-down menu is indicated, we have provided a short list of examples for possible answer options, this should not be interrupted as the only possible answers/examples for these prompts. Response options will also include “N/A—not applicable,” and “Other (text entry)” allowing you to input your own response option.
- If you have questions regarding the *Faculty Fellows Program* Reporting Guideline, please contact Laura Weaver, Director of Programs and Member Development at laura@incampuscompact.org.

Project Information*

Project Title

This information will be populated by the Indiana Campus Compact Engagement Portal once the Principle Investigator logs into the system and accesses the Reporting site.

Actual Grant Funds Expended – Numerical entry

This is the actual grant dollar amount expended on this project during the funding cycle. Do not include any institutional cash match funds, or additional outside funds, spent to support this project.

Actual Institutional Cash Match Funds Provided—Numerical entry

This is the actual institutional cash match amount provided toward this project during the funding cycle.

Has additional external funding been acquired to support this project?

Yes or No

If yes, please provide a brief description (2-3 sentences) of the external funding acquired and how it was utilized. This statement must include the source and amount of additional funding.

Project Executive Summary—text entry, 500 word maximum; photo upload

This summary is to cover the activities that occurred during the current reporting period. Additionally, please select two photos (300 dpi resolution, .jpg) that are representative of this project as a whole.

Marketing Statement—text entry, 500 word maximum; photo upload

This statement should be appropriate for use in media releases and for Indiana Campus Compact promotional purposes, including but not limited to social media postings, print and digital materials, and funding and annual reports. Examples include: stories of impact, transformative occurrences—student, faculty, staff, community, or institutional, and/or how the work is/will continue. Additionally, please upload no more than six media appropriate photos (300 dpi resolution, .jpg) to accompany this statement.

Media Mentions—text entry, 300 word maximum; document and photo upload

Provide the name of the publication outlet and a link to the media mention for all instances of publicity related to this funded project. If the media mention occurred in print, please scan each occurrence and upload them as a single file (.pdf format preferred).

ENGAGEMENT DETAILS*

Populations Engaged

Provide numerical data for all applicable areas. If the area is applicable but you did not engage this population, enter zero (0). If an area is not applicable please enter N/A. NOTE: You must enter something for each output. If you have questions, please contact the Indiana Campus Compact staff person that oversees your funding program.

- Number of undergraduate students engaged—numerical data
- Number of graduate students engaged—numerical data

- Number of college or university faculty engaged—*numerical data*
- Number of college or university professional staff engaged—*numerical data*
- Number of college or university senior administrators engaged (dean or higher) —*numerical data*
- Number of college or university departments engaged—*numerical data*
- Number of community members engaged—*numerical data*
This number refers to the number of individual from the population/sample/or geography that this funded project engaged, not individuals from your campus population or community partner organization(s).

Connected Courses—Provide the following information for three (3) courses (e.g., credit-bearing experiences) connected to this funded project.

If more than three (3) credit-bearing courses are connected to this funded project, please list three (3) here and then include the others as an appendix to the narrative report uploaded below. If you did not have any credit-bearing experiences connected to this funded project, please enter N/A indicating not applicable.

- Course title and number
 - Select one major/discipline/or area of study that best represents this course—*drop-down menu*
 Answer options include a list of major/discipline/or areas of study, for example: Agriculture; Biological and/or biomedical sciences; Business; Communication, journalism, or related programs; Education; Engineering; Health professions, administration, or related programs; Information technology and/or computing sciences; Legal professions and studies; Physical sciences; Psychology; Public administration or social service profession; social sciences and/or history; Theology or religious vocations; Visual and/or performing arts; Other (*text entry*); N/A—not applicable
 - Is this a service-learning or community-based course?—*Yes or No*
A service-learning or community-based course can be described as an instructional strategy where students have a direct experience with an issue they are studying along with ongoing opportunities to analyze and address the issue within the community and alongside community partners (and/or members). A key element is the opportunity for students to both apply what they are learning in a real-world setting and to reflect upon that experience. (AACU, 2008; Bringle & Clayton, 2012)
 - Mode of instruction for this course—*drop-down menu; choose one*
 Answer options include: Correspondence course; Distance synchronous video; Face-to-face classroom-based; Internship/Practicum/Clinical—on campus; Internship/Practicum/Clinical—off campus; Online (100%) asynchronous; Other (*text entry*); N/A—not applicable
 - Pedagogical practice used—*drop-down menu; choose all that apply*
 Answer options include: Capstone course/project; Common intellectual experience; Community-based/service-learning; Critical (e.g., emancipation from oppression through awakening the critical consciousness); Differentiated instruction; Experiential or project-based; First-year seminar/experience; Flipped classroom; Game-based learning; Internship; Learning community; Living-learning community; Mentored research, inquire-based learning; Study abroad, international, diversity, global-based learning; Writing-intensive course; Other (*text entry*); N/A—not applicable

Connected Co-Curricular Experiences—Provide the following information for three (3) co-curricular (e.g., non-credit bearing) community-engaged experiences connected to this funded project.

If more than three (3) co-curricular experiences are connected to this funded project, please list three (3) here and then include the others as an appendix to the narrative report uploaded below. If you did not have any co-curricular experiences connected to this funded project, please enter N/A indicating not applicable.

- Title of Co-Curricular Experience
 - Select the type of experience that best represents this co-curricular community engagement experience—*drop-down menu*
 Answer options include: Civic, voter, or democratic engagement; Communications/literary publication; Community service/volunteerism; Cultural/diversity training; Greek life; Honor societies; Leadership training

and development; Major/discipline related; Peer leadership; Performing arts; Philanthropy; Recreational; Sports—intramural, drop-in fitness; Student government; Student-focused boards/councils/task force; Study abroad; Other (*text entry*); N/A—not applicable

Connected Community Organizations—Provide the following information for four (4) community organization(s) engaged through this funded project.

If more than four (4) community organizations are connected to this funded project, please list four (4) here and include the others as an appendix to the narrative report uploaded below.

- **Organization Name**
 - Area, issue, or industry partner is addressing—*text entry*
 - Organizational mission statement—*text entry*
 - Sector of the organization this project is connected with—*text entry*
 - Zip code where the organization is located—*text entry*

Areas of Outcomes

Choose a response for at least two (2) different areas of outcomes delineated below. You will have the opportunity to further articulate about the outcomes of this funded project in the narrative report uploaded as part of this reporting process.

- Area 1: Intended outcome(s) for course or co-curricular event, program, or organization—*drop-down menu; choose all that apply*
Answer options include: Altering or improving syllabus; Beginning partnership(s) with community; Strengthening partnership(s) with community; Improving partnership(s) with community; Improving assessment practices; Other (*text entry*); N/A—not applicable
- Area 2: Intended outcome(s) or effects for students engaged (undergraduate or graduate)—*drop-down menu; choose all that apply*
Answer options include: Attitudinal changes; Behavioral changes; Changes or shifts in values; Cognitive development; Educational attainment (degree or credential); Intellectual development; Moral development; Psychosocial changes or development; Quantitative competence; Subject matter competence; Verbal competence; Other (*text entry*); N/A—not applicable
- Area 3: Intended outcome(s) for unit or institution—*drop-down menu; choose all that apply*
Answer options include: Further normalizing or institutionalizing community engagement; Informing the unit or institutional mission or vision; Fulfilling the institutional strategic plan; Other (*text entry*); N/A—not applicable
- Area 4: Intended outcome(s) for faculty—*drop-down menu; choose all that apply*
Answer options include: Developed a publication; Develop a presentation; Develop an artifact for promotion and/or tenure; Learn about community; Interpersonal development; Other (*text entry*); N/A—not applicable
- Area 5: Intended impact(s) on community—members or organizations—*drop-down menu; choose all that apply*
Answer options include: Building better relationships—stakeholder; Building better relationships—town-gown; Building relationships—connection(s) to other community group(s)/network(s); Change in policy or practice; Community/individual empowerment; Continued education/learning; Improve conditions (e.g., mental health, housing, food security); Improve operation(s) (e.g., accounting, fundraising, marketing, data systems); Increase awareness of community organization; Increase capacity to address organization(s) mission; Increase or improve resources (e.g., financial, staff, volunteer, information, publication); Outreach or education about higher education institution; Provide insight into organization’s programs and/or services; Provide volunteers for event and/or initiatives; Provide service to community (organization or people); Other (*text entry*); N/A—not applicable

Outputs of this Funded Project

Please share those resources, webpages, documents, or other tangible products that have resulted from this funded project.—*zipped file upload*

Please provide the number of the following types of tangible products that were developed as a result of, or in relation to, this funded project.

- Peer-reviewed journal article (published or accepted/in-press)—*numerical data*
- Peer-reviewed book chapter (published or accepted/in-press)—*numerical data*
- Peer-reviewed document—other type (published or accepted/in-press)—*numerical data*
- Peer-reviewed manuscript—any type (submitted, waiting review—not accounted for above)—*numerical data*
- Peer-reviewed presentation—local or state conference or convening—*numerical data*
- Peer-reviewed presentation—regional conference or convening—*numerical data*
- Peer-reviewed presentation—national conference or convening—*numerical data*
- Peer-reviewed presentation—international conference or convening—*numerical data*
- Invited presentation—local, state, regional, national or international conference or convening—*numerical data*
- Research brief—*numerical data*
- White paper—*numerical data*
- Testimony to inform policy or practice—*numerical data*
- Brochure—*numerical data*
- Website or webpage—*numerical data*
- Creation of start-up business or social venture—*numerical data*
- Patent, license, copyright material—*numerical data*
- Earned media (e.g., *interview with media: local, state, nation, international*)—*numerical data*
- Other (*text entry*)

NARRATIVE REPORTS

In addition to the information collected above regarding engagement data, outcomes, and outputs, you are required to submit brief narrative reports at the Fall and Spring reporting periods, as well as a final narrative report and cumulative portfolio. **All Narrative Reporting documents are to be submitted electronically via the Engagement Portal under the Principle Investigator's (Faculty Fellow's) profile.** For a schedule of when reporting documents are to be submitted, please see the Reporting Schedule outlined above.

ITEMS OF NOTE

- All reporting documents are to be formatted (double spaced, Times New Roman) according to the guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide), and include a reference page where appropriate.
- If you have questions regarding the Faculty Fellows Program Reporting Guideline, please contact Laura Weaver, Director of Programs and Member Development at laura@incampuscompact.org.
- Files are to be saved as either a Microsoft Word (.doc or .docx), PDF file (.pdf), or print quality JPG photos (300 dpi resolution, .jpg), and labeled with the Principle Investigator's (Faculty Fellow) last name and reporting term (e.g., Weaver.Mid-Term Report 2019.pdf or Weaver.FellowProjectPhoto1.jpg).
- To upload multiple files at once, you must first put all the files into a zipped folder and then upload that zipped folder to the Engagement Portal. Zipped folders may contain a combination of file types (e.g., .pdf, .jpg, .docx, .pptx). This may be useful for uploading appendices and/or multiple photo files.

Fall Narrative Report*—*single document upload*

This report covers project activities from July 1 – December 31 of the current funding year. It should be no more than 4 pages, double spaced, excluding appendices, and should follow the format below. Feel free to include tables, charts or bulleted lists where appropriate.

Project Goals and Objectives Update

- *Briefly discuss each of your identified project goals and/or objectives and how you are progressing toward each. If any have changed, please discuss the change(s) and why they occurred.*
- *Discuss your primary activities and accomplishments during the reporting period, including important milestones. If appropriate, indicate which goal(s) and/or objective(s) the activities and/or accomplishment are connected to.*

Cultivating an Authentic Community Partnership

- *How have you and your community partner collaborated to co-develop your community-engaged course?*
- *What knowledge from the Faculty Fellows project has been useful while working with your community partner?*

Community of Engaged Scholars

- *Discuss what impact your involvement in the Indiana Campus Compact Faculty Fellows program has had on you professionally (and personally if applicable). What role has this “community of practice” had on your professional development thus far?*
- *Has the program met your professional development goals/expectations thus far? What, if anything, would you like to see done differently?*
- *Do you plan to publish, or have you published the results/impact of your project? If yes, please describe these efforts and include a citation list if applicable.*

Assessment Strategies

- *Brief narrative describing the progress you have made related to the overall assessment strategy submitted with your project proposal. Please note where anything has changed.*
- *Submit an Output/Outcomes/Impact table (updated where appropriate), which indicates the completed items, as an appendix described below. Indicate any changes in red.*

Fall Narrative Report Appendices*

The following appendices (where appropriate) represent activities from July 1–December 31 of the current funding year.

- *Output/Outcomes/Impact Assessment Strategy Table—required, document upload*
- *Project assessment data—document or zipped folder upload*
- *Course syllabi and connected assignments— document or zipped folder upload*
- *Course evaluation data—document upload*
- *Student and/or community partner reflections—document or zipped folder upload*
- *Additional scanned media mentions and/or list of additional media mentions links—document upload*
- *Project photos—uploaded as .jpg files in a zipped folder*
- *Creative or scholarly works produced—uploaded in a zipped folder*
- *Conference presentations, abstracts, proposals, and/or programs—document or zipped folder upload*
- *Other appropriate appendices (e.g., additional connected courses, co-curricular experiences, and/or partner organization information, course materials, and/or community presentations)—uploaded in a zipped folder*

Spring Narrative Report*—single document upload

This report covers project activities from January 1 – May 31 of the current funding year. It should be no more than 4 pages, double spaced, excluding appendices, and should follow the format below. Feel free to include tables, charts or bulleted lists where appropriate.

Project Goals and Objectives Update

- *Describe the progress you have made in accomplishing each project goal and objective. Note any deviation from your original proposal.*
- *Discuss your primary activities and accomplishments during the reporting period, including important milestones.*

Cultivating an Authentic Community Partnership

- *How has your relationship with your community partner changed during the funding period? How has this partnership been affected by the knowledge, skills, or abilities gained through your participation in the Faculty Fellows program?*

Community of Engaged Scholars

- *Do you plan to publish, or have you published the results/impact of your project? If yes, please describe these efforts and include a citation list if applicable.*

Assessment Strategies

- *Brief narrative describing the progress made during this reporting period related to the overall assessment strategy. Please note where anything has changed.*
- *Submit completed (updated) Output/Outcomes/Impact table as an appendices below. Indicate any changes in red.*

Spring Narrative Report Appendices*

The following appendices (where appropriate) represent activities from January 1 – May 31 of the current funding year.

- *Output/Outcomes/Impact Assessment Strategy Table—required, document upload*
- *Project assessment data—document or zipped folder upload*
- *Course syllabi and connected assignments— document or zipped folder upload*
- *Course evaluation data—document upload*
- *Student and/or community partner reflections—document or zipped folder upload*
- *Additional scanned media mentions and/or list of additional media mentions links—document upload*
- *Project photos—uploaded as .jpg files in a zipped folder*
- *Creative or scholarly works produced—uploaded in a zipped folder*
- *Conference presentations, abstracts, proposals, and/or programs—document or zipped folder upload*
- *Other appropriate appendices (e.g., additional connected courses, co-curricular experiences, and/or partner organization information, course materials, and/or community presentations)—uploaded in a zipped folder*

Final Narrative Report*—single document upload

This report covers project activities from July 1 – May 31 of the current funding year. It should be no more than 6 pages, double spaced, excluding appendices, and should follow the format below. Feel free to include tables, charts or bulleted lists where appropriate.

Project Impact and Evaluation

- *Describe the impact your project had on the following areas, where appropriate: (please provide specific examples/evidence)*
 - *student learning and development;*
 - *furthering departmental and/or institutional goals around the normalization of community engagement; and*
 - *community partner organization(s) and the population(s) they engage, as well as the community issue being addressed.*

Community of Engaged Scholars

- *Discuss how your involvement in the Faculty Fellows program has led to opportunities to collaborate with faculty (both at your institutions and other institutions) in order to contribute to the scholarship of engagement, increase awareness and practice of community engagement, and/or focus on strengthening community-campus partnerships. Please provide specific examples.*
- *Discuss what impact your involvement in the Faculty Fellows program has had on your professionally (and personally, if applicable). What role has this “community of practice” had on your professional development?*

How has it shaped your understanding of community engagement and reciprocal community-campus partnerships? What new questions have emerged, or areas would you like to explore?

- *Do you plan to continue your scholarly work related to this Faculty Fellows project? If so, discuss what those plans entail. If not, please discuss why not.*
- *Include, in the appendices, a comprehensive list of all the creative and/or scholarly work connected to this initiative. This should be formatted using the current edition of the Publication Manual of the American Psychological Association (APA Style).*

Final Narrative Report Appendices*

The following appendices (where appropriate) represent activities from July 1 – May 31 of the current funding year.

- *Project assessment data—document or zipped folder upload*
- *Comprehensive list of creative and/or scholarly works produced (using APA Style)—required, document upload*
- *Community partner feedback—document or zipped folder upload*
- *Newly developed community-engaged course syllabi and/or proposals—document upload*
- *Other appropriate appendices—uploaded in a zipped folder*

CUMULATIVE PORTFOLIO

The Faculty Fellow Cumulative Portfolio should only be submitted to the Fellow's individual Report Folder located in the online cloud storage system. The Cumulative Portfolio should consist of the documents listed below. Additionally, the Portfolio should either be submitted as one PDF document, or if submitted as individual files, there should be an index file and each accompanying file should be numbered so they appear in the following order:

- Original Faculty Fellows full proposal
- Fall Narrative report and accompanying appendices
- Spring Narrative report and accompanying appendices
- Final Narrative report and accompanying appendices

All documents should be prepared using the current Publication Manual of the American Psychological Association (APA).