



Faculty Fellows Program

July 2022 – May 2023 Request for Proposals

ESSENTIAL PROGRAM INFORMATION

- Program Overview:** This year-long community of practice works collaboratively on a scholarly project that seeks to advance the understanding and practice of community engagement, while individually incorporating critical community engagement into the three components of faculty work: teaching, research, and service.
- Funding Award:** \$5,000 **Required Institutional Match:** \$1,500
- Who Should Apply:** Faculty of any rank or discipline with experience implementing quality community-engaged pedagogies into their courses who are looking to collaborate with other engaged faculty from across Indiana.
- Proposal Deadline:** Friday, June 17, 2022
- Program Period:** July 18, 2022, to June 15, 2023
- Information Available:** www.communityengagedalliance.org/faculty-fellows/

PROGRAM DETAILS AND GOALS

The Community-Engaged Alliance *Faculty Fellows* program is a year-long community of practice designed to reflect Boyer's (1996) vision of the scholarship of engagement. Selected individuals serve as part of a cohort with other engaged scholars from Community-Engaged Alliance partner campuses and work in partnership on a scholarly project that seeks to advance the understanding and practice of community engagement through the collaborative engagement research paradigm (Jacquez et al., 2016). Fellows simultaneously incorporate community engagement into the three components of faculty work: teaching, research, and service. Fellows intentionally work to move beyond "traditional" forms of service-learning and towards a critical perspective by explicitly "questioning or disrupting social power imbalances" and build deeper, more authentic partnerships.

Program goals:

1. Building a strong and productive cadre of engaged scholars as envisioned through the collaborative engagement research paradigm (Jacquez, Ward, & Goguen, 2016) that are able to help guide and mentor other scholar-practitioners at their institution and across the field of community engagement.
2. Furthering the field of critical community engagement (Latta et al., 2018; Mitchell 2008, 2013) through the conceptualization and implementation of an authentic, co-constructed scholarly project that meets the needs of each year's participating Fellows.
3. Supporting faculty through the implementation of high-impact community engagement teaching practices (Hoy & Johnson, 2013) approached through a critical lens as imagined by Mitchell and Latta (2020).

This Program is intended for the following individuals:

- Those experienced in teaching traditional community engagement courses (e.g., service-learning, community-based research courses, community-based practicums, internships).
- Those looking to expand their understanding of, abilities in, and approaches toward critical community engagement (Latta et al., 2018; Mitchell 2008, 2013).

Faculty Fellows will:

1. **Participate as part of a cadre of engaged scholars to develop and implement a research or creative project** to enhance the understanding and advancement of the practice of the field of community engagement.
2. **Develop a new or enhance an existing community-campus partnership to provide professional service** in a manner that fosters authentic and reciprocal relationships (Mitchell, 2008) by working with organizations from a social change perspective in what Boyer (1996) calls "the building of a more and just society" (p. 13).
3. **Teach/instruct a high-impact community-engaged learning experience** (Hoy & Johnson, 2013) in a manner that moves beyond traditional forms of service-learning toward a more critical perspective (Latta et al., 2018; Mitchell, 2008).

ELIGIBILITY

Full-time faculty members from any discipline at Community-Engaged Alliance partner campuses.

FELLOWSHIP DURATION AND AVAILABILITY

Fellowships for the 2022–2023 academic year are from July 18, 2022, to June 15, 2023.

Community-Engaged Alliance has funding to award three (3) *Faculty Fellowships* for the 2022–2023 funding cycle.

- The award amount is \$5,000 from Community-Engaged Alliance
- Institutions are required to provide a minimum cash match of \$1,500.

Any unused funds are required to be transferred to an individual professional development account for use by the Fellow beyond the term of this program.

APPLICATION TIMELINE, ROUTING, AND SUBMISSION PROCESS

2022–2023 Program Year Application Timeline

Proposals are accepted based on the schedule below. Applicants are notified of the funding decisions five weeks from the proposal due date. The 2022–2023 Faculty Fellows Program runs from July 18, 2022, through June 15, 2023.

2022–2023 Key Faculty Fellows Program Dates

Full Proposals Due:	Friday, June 17, 2022
Award Notification:	Wednesday, July 9, 2022
Funding Period Begins:	Monday, July 18, 2022
Midterm Report Due:	Friday, January 6, 2023
Funding Period Ends:	Thursday, June 15, 2023
Final Report Due:	Friday, July 21, 2023

Institutional Internal Routing

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

Submission Process

Proposals are to be **submitted via email** to contactus@engagedalliance.org with the following in the subject line: ATTN: FF Program Proposal: PI Name, PI Institution. Details on proposal requirements are found in the Proposal Guide on [pages 3 to 8](#).

TERMS

By submitting a proposal, the Primary Investigator(s) are agreeing to Community-Engaged Alliance's [Terms of Service, Online Privacy, and Non-Discrimination](#) policies.

If selected for an award, the Primary Investigator(s) and their employing institution will be required to sign an Award Letter indicating acceptance of Community-Engaged Alliance's [Grant Terms and Conditions](#).

QUESTIONS

Direct question to Laura Weaver, Director of Professional Development and Engaged Learning at contactus@engagedalliance.org.

FUNDING SOURCE

Funding is contingent upon availability of grant funds from the Lilly Endowment Inc. to Community-Engaged Alliance.

ABOUT COMMUNITY-ENGAGED ALLIANCE

Community-Engaged Alliance enables students to create positive social change by advancing the field of community engagement in higher education through support, education, and collaboration with partners.

REFERENCES

- Boyer, E. L. (1996). The scholarship of engagement. *Journal of Public Service and Outreach*, 1(1), 11–20.
- Hoy, A., & Johnson, M. (2013). Future possibilities: High-impact learning and community engagement. In A. Hoy, & M. Johnson (Eds.), *Deepening community engagement in higher education: Forging new pathways* (pp. 273–281). New York, NY: Palgrave Macmillan.
- Jacquez, F., Ward, E., & Goguen, M. (2016). Collaborative engagement research and implications for institutional change. In M. A. Post, E. Ward, N. V. Longo, & J. Saltmarsh (Eds.), *Publicly engaged scholars: Next-generation engagement and the future of higher education* (pp. 76–95). Sterling, VA: Stylus.
- Latta, M., Kruger, T. M., Payne, L., Weaver, L., & VanSickle, J. L. (2018). Approaching critical service-learning: A model for reflection on positionality and possibility. *Journal of Higher Education Outreach and Engagement*, 22(2), 31–56.
- Mitchell, T. (2008). Traditional vs. critical service-learning: Engaging the literature to differentiate two models. *Michigan Journal of Community Service Learning*, 14(2), 50–65.
- Mitchell, T. D. (2013). Critical service-learning as a philosophy for deepening community engagement. In A. Hoy & M. Johnson (Eds.), *Deepening community engagement in higher education* (pp. 263–269). Palgrave Macmillan.

PROPOSAL FORMATTING

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 and include page numbering throughout may be rejected.

Acceptable file formats are Microsoft Word (.doc, or .docx) and Adobe PDF (.pdf). Headshots are to be saved as a high-quality JPEG (.jpg or .jpeg) or PNG (.png) file.

Applicants are encouraged to use the Proposal template, which can be downloaded from Grant Resources webpage on the Community-Engaged Alliance website.

The following items are to be attached as a single document in this order:

1. Title Page
2. Primary Investigator biography
3. Marketing statement
4. Proposal abstract
5. Proposal narrative
6. References
7. Project timeline
8. Additional appendices as appropriate

The following items are to be attached as individual documents:

1. Community-Engaged Alliance Faculty Fellows Application Form (Appendix A)
2. Community-Engaged Alliance Fiscal Request Form (Appendix B)
3. Letters of Support
4. Primary Investigator headshot—high-resolution JPEG or PNG file(s)

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

PROPOSAL NARRATIVE AND SUPPLEMENTAL DOCUMENTS

Please respond to the prompts below when preparing your full proposal. **Notice the different Project Narrative Requirements for First-Time Applicants or Second Year+ Applicants and respond to the appropriate prompts.** All applicants must include a signed Fiscal Request Form.

Proposal Requirements

Proposal Title Page—*formatted to the current edition of the APA Style Guide*

Primary Investigator Biography—*not to exceed 300 words*

Proposal Marketing Statement—*between 200 and 400 words*

A brief overview of the proposed project and its importance to the general public. This statement is to include the following components:

1. A minimum of **two quotes** from a variety of relevant stakeholders (e.g., from the Primary Investigator(s) on the significance of the project, from the community partner on the impact to/on the community, from an institutional administrator on the relevance to the field as a whole).
2. How the project partners with local community partners (or members) in an authentic way and/or how students are involved in either the planning or implementation of the project.

Proposal Abstract—*not to exceed 500 words*

A summary description of the proposed project, including intended outcomes and outputs. This statement should be in alignment with abstracts submitted for academic conferences and/or peer-reviewed publications.

First-Time Applicant Project Narrative Requirements—*not to exceed 10 pages, excluding references*

1. **Educational and Personal Philosophy:** Describe how the scholarship of engagement, the pedagogies of community engagement, and critical consciousness fit into your professional/teaching philosophy. Include the critical issues with which you focus or are most concerned.
2. **Professional Development:** Discuss how your participation in the Faculty Fellows Program will impact your professional growth and development. Include the identities, strengths, and knowledge you have to contribute to the Program and other Faculty Fellows.
3. **Approaching Critical Community Engagement:** Describe how you plan to expand your current pedagogical practice to move beyond traditional forms of community engagement toward more critical perspectives. Discuss which high-impact community engagement learning practice you plan to implement and how you will work (or have worked) to incorporate Mitchell's (2008) tenets of critical service-learning into your pedagogy.
4. **Community-Campus Partnership for Professional Service:** Discuss the professional service you (not your students) will contribute to a community partner agency. Include the community partner organization, how you became associated with this organization, and how you will foster an authentic and reciprocal relationship.
5. **Cultivating a Culture for Community Engagement:** Describe the strategies you will use to foster a culture for community engagement at your institution and through supporting others. Include the strategies you intend to use to recruit, support, and mentor others in developing service-learning courses.

Second Year+ Applicant Project Narrative Requirements—*not to exceed 6 pages, excluding references*

1. **Professional Development—*Focus on one of the following prompts:***
 - a. If you were a Faculty Fellow in the most recent past cohort, discuss how continuing as a Faculty Fellow would further your professional growth.
 - b. If you were part of Faculty Fellows cohort beyond the most recent cohort, discuss how you have grown in your field (discipline) since your time as a Fellow, and how you hope your participation as a Fellow will further enhance your professional identity.
2. **Approaching Critical Community Engagement:** Briefly discuss the high-impact community engagement learning practice you will be teaching (e.g., type of experience, when will it take place, anticipated learning/community outcomes).
3. **Community-Campus Partnership for Professional Service:** Briefly discuss the professional service you (not your students) will contribute to a community partner agency. Include the community partner organization, how you became associated with this organization, and how you would describe your relationship (e.g., emerging, developing, deep, authentic).
4. **Cultivating a Culture for Community Engagement:** Briefly discuss the strategies you will use to foster a culture for community engagement at your institution and through supporting others. Include your role in furthering the institutionalization of community engagement at your institution and how you intend for that to expand throughout the Fellowship year.

References—*formatted to the current edition of the APA Style Guide*

Project Timeline—*not to exceed 2 pages, can be formatted in a table, gnat chart, bulleted list, or other appropriate methods.*

Budget Narrative—*not to exceed 1 page*

FISCAL REQUEST FORM

Applicants must use the Community-Engaged Alliance Fiscal Request Form (Appendix B). The Fiscal Request Form (Appendix B) is submitted as an individual document. It can also be downloaded on the Grant Resources webpage on the Community-Engaged Alliance website. All requests must adhere to the Grant Terms and Conditions.

SAMPLE BUDGET

ITEM	COST BASIS	GRANT	CASH MATCH	TOTAL
Faculty supplemental pay	4% of \$80,000	\$ 1,400.00	\$ 1,000.00	\$ 2,400.00
Student assistant stipend	1 @ 5 hours/week @ \$9/hour; 20 weeks	\$ 800.00	\$ 100.00	\$ 900.00
Community partner stipend	2 @ \$500 each	\$ 1,000.00	----	\$ 1,000.00
Conference Lodging	3 days @ \$159/day	\$ 477.00	----	\$ 477.00
Conference Travel	Round-trip airfare	\$ 300.00	----	\$ 300.00
Conference Registration	1 registration	\$ 500.00	----	\$ 500.00
Faculty Fellows Retreat Travel	Roundtrip mileage	----	\$ 241.50	\$ 241.50
Project site visits	5 trips @ 20 miles roundtrip	----	\$ 58.50	\$ 58.50
Project implementation	Paper, printing, postage for survey	----	\$ 100.00	\$ 100.00
Anticipated residual funds	Future professional development	\$ 523.00		\$ 523.00
\$	Total:	\$ 5,000.00	\$ 1,500.00	\$ 6,500.00
	Total Award Request:	\$ 5,000.00		

LETTERS OF SUPPORT

Each letter of support is to be submitted as an individual document. Letters of support are to be submitted on the institution's and/or community partners letterhead.

The following two **Letters of Support** are required:

- 1. Academic Senior Administrator:** All applicants must include a letter of support from a senior-level academic administrator (e.g., department chair, school or college dean, provost, or vice chancellor for academic affairs) at their institution. This letter should specifically address how this project supports the goals of the school or department.
- 2. Community Partner:** The second letter of support must be from the community organization that will serve as a partner and will benefit from the project.

Applicants may submit additional Letters of Support, although only two are required.

SIGNATURES

The Primary Investigator is required to sign the Application Form (Appendix A). The Primary Investigator and Fiscal Officer are required to sign the Fiscal Request Form (Appendix B).



Appendix A

Faculty Fellows Program Application Form

*FUNDING OPPORTUNITY

Visit the [Community-Engaged Alliance website](#) to see individual funding proposals, including information on proposal requirements, application deadlines, the review process, implementation timelines, and institutional/cash match requirements.

Senior Faculty Fellow

Faculty Fellow

Select one: First-Year Fellow

Second Year+ Fellow

*APPLICANT INFORMATION

Institution/Organization

No abbreviations

Name

Title

Unit/Department

Email

Phone Number

*FISCAL OFFICER CONTACT INFORMATION

The Fiscal Officer refers to the individual who is a designated financial signatory for the campus. The Fiscal Manager will fulfill the financial reporting requirements and manage all financial aspects of the grant.

Name

Title

Unit/Department

Email

Phone Number

*GRANT MANAGER CONTACT INFORMATION

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

Same as Fiscal Officer

Different than Fiscal Officer (complete below)

Name

Title

Unit/Department

Email

Phone Number

*PROJECT INFORMATION

Project Title

Project Start Date

Project End Date

Grant Amount Requested

Cash Match Pledged

SIGNATURES

The Primary Investigator is required to sign the application form. The Primary Investigator and Fiscal Officer are required to sign the Fiscal Request Form.

Your digital signature represents, to the best of your knowledge, that the information you provided is true and correct and that you have agreed to the [Community-Engaged Alliance Grant Terms and Conditions](#). It signifies that the application has been routed through and approved by your institution's granting offices in accordance with your institution's policies for receiving grant funds. It confirms that you have provided all the required information and documents, and that failure to provide complete information may result in denial of funding. In addition, you are agreeing to [Community-Engaged Alliance's Terms of Service, Online Privacy, and Non-Discrimination notices](#).

Primary Investigator _____ Date _____

