



# Faculty Fellows Program

July 2023 – December 2024 Request for Proposals

January 2023

## Essential Program Information

<b>Program Overview:</b>	This 18-month 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.		
<b>Funding Award:</b>	\$7,500	<b>Required Institutional Match:</b>	\$2,250
<b>Who Should Apply:</b>	Highly qualified <b>Faculty</b> with experience implementing quality community-engaged pedagogies into their courses who are looking to collaborate with other engaged faculty from across Indiana on research.		
<b>Letter of Intent:</b>	April 7, 2024—Faculty are strongly encouraged to submit a letter indicating their intent to apply for funding.		
<b>Proposal Deadline:</b>	May 22, 2023		
<b>Program Period:</b>	July 1, 2023 to December 31, 2024		
<b>Information Available:</b>	<a href="http://www.communityengagedalliance.org/faculty-fellows/">www.communityengagedalliance.org/faculty-fellows/</a>		

## Program details and Goals

The Community-Engaged Alliance *Faculty Fellows* program is an 18-month community of practice designed to reflect Ernest Boyer’s 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.

**The 2023-2024 Faculty Fellows cohort will further the research begun by the 2022-2023 Faculty Fellows.** This research focuses on examining how to better equip institutions of high education at supporting and developing more equitable and authentic community-campus 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

2023-2024 Fellowships are from July 1, 2023, to December 31, 2024.

Community-Engaged Alliance has funding to award five (5) *Faculty Fellowships* for the 2023-2024 funding cycle.

- The award amount is \$7,500 from Community-Engaged Alliance
- Institutions are required to provide a minimum cash match of \$2,250.

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, Institutional Routing, and Submission Process

### 2023–2023 Program Year Application Timeline

Letter of Intent:	April 7, 2023
	Faculty are strongly encouraged to submit a letter indicating their intent to apply for this funding.
Full Proposal:	May 22, 2023
Application Notification:	June 23, 2023.
Project Duration:	July 2, 2023 to December 31, 2024.

### Institutional Internal Routing

Applicants are responsible for ensuring their proposal 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 external funding prior to submission to Community-Engaged Alliance. Any application not approved, or properly routed may not be funded.

### Submission Process

Proposals are to be the [Community-Engaged Alliance submission system](#). See the Proposal Guide on pages 3 to 6 for details on what information is to be directly entered into the online form and what information is to be uploaded as an Adobe PDF (.pdf).

## Award 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](#) and the individual terms for this Fellowship.

## Questions

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

## Funding Source

Funding for this program is supported by a grant from Lilly Endowment Inc. to Community-Engaged Alliance.

### Proposal Submission Process and Formatting

#### Submission System

Proposals are to be submitted via the [Community-Engaged Alliance submission system](#). See the [Application Timeline, Institutional Routing, and Submission Process](#) section on [page 2](#) for more details.

#### Letter of Intent

Letters of Intent are to be submitted on institutional letterhead and are not to exceed 2 pages. Email letters to [grants@engagedalliance.org](mailto:grants@engagedalliance.org).

#### 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 and include page numbering throughout may be rejected.

Some aspects of the proposal will be entered directly into the submission portal while others will be uploaded as individual documents. Acceptable file formats for uploaded documents are Microsoft Word (.doc, or .docx), or Adobe PDF (.pdf). Headshots are to be saved as a high-quality JPEG (.jpg or .jpeg) or PNG (.png) file.

***The following information will be entered directly into Community-Engaged Alliance submission system:***

#### Project Information

1. Project Title
2. Project Start Date—*July 3, 2023*
3. Project End Date—*December 31, 2024*
4. Institutional Match Provided—*minimum of \$2,250*

**Investigator (Faculty Fellow) Information**—required for the Primary Investigator and any Co-Investigators:

1. Full name
2. Academic Institution or Community Organization
3. Professional Title
4. Department or Unit
5. Email Address
6. Business Phone Number
7. Biography—*approximately 300 words; individually uploaded*
8. Headshot—*uploaded as a high-resolution JPEG or PNG file*

**Fiscal Officer\* and Grant Manager\*:**

1. Full Name
2. Professional Title
3. Department or Unit
4. Email Address
5. Business phone number

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

\*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.

### Proposal Narrative and Supplemental Documents

All aspects of the proposal, except the Primary Investigator and any Co-Investigator(s) headshots and biographies are uploaded as [a single document](#) (file). 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 proposals must include a signed Fiscal Request Form available on page 6 or the [Community-Engaged Alliance webpage](#).

#### Proposal Requirements

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

**Proposal Marketing Statement**—*not to exceed 500 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 8 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 that will contribute to the Program.
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*

## 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.

## Fiscal Request Form

Applicants must use the Community-Engaged Alliance Fiscal Request Form (Appendix A). The Fiscal Request Form (Appendix A) is submitted as an individual document. It can also be downloaded from [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	5% of \$80,000	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00
Student assistant stipend	1 @ 5 hours/week @ \$15/hour; 30 weeks	----	\$ 2,250.00	\$ 2,250.00
Community partner stipend	2 @ \$1,000 each	\$ 2,000.00	----	\$ 2,000.00
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	\$ 400.00	----	\$ 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	\$ 823.00		\$ 523.00
\$	<b>Total:</b>	<b>\$ 7,500.00</b>	<b>\$ 3,408.50</b>	<b>\$ 10,908.50</b>
	<b>Total Award Request:</b>	<b>\$ 7,500.00</b>		

## Signatures

The Primary Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Primary 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 [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](#).



# Community-Engaged Alliance

## Fiscal Request Form

A Fiscal Request Form must accompany all funding proposals.  
 This document must be signed by the Primary Investigator and Fiscal Officer before submission.

Primary Investigator \_\_\_\_\_

Institution (no abbreviations) \_\_\_\_\_

Project Title \_\_\_\_\_

### Funding Opportunity

- |   |  |
|---|--|
| <input type="checkbox"/> Faculty Fellows  | <input type="checkbox"/> Senior Faculty Fellows                              |
| <input type="checkbox"/> High-Impact Community Engagement Practices                     | <input type="checkbox"/> Supporting Engagement & Authentic Dialogues         |
| <input type="checkbox"/> Research With and About Community Engagement                   | <input type="checkbox"/> Implementing an Engaged Scholars Learning Community |
| <input type="checkbox"/> Developing an Infrastructure for Critical Community Engagement |  |

### PROJECT BUDGET

Project Expense Detail	Cost Basis	Grant	Cash Match	Total
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	<b>Total</b>	_____	_____	_____

### Signatures

Primary Investigator \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_

### Institutional Internal Routing

Applicants are responsible for ensuring their proposal 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 external funding **prior** to submission to Community-Engaged Alliance. Any application not approved, or properly routed may not be funded.

### Submission Process

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