



COMMUNITY-ENGAGED ALLIANCE

Reporting Requirements and Submission Guidelines

Grantees are to include the following items in their report:

1. Engagement Data
2. Areas of Impact
3. Tangible Products
4. Fiscal Report
5. Narrative Report
6. Relevant Appendices

All items should be submitted online at: <https://communityengagedalliance.org/grants/>.

We have included information on each of the above items in this Reporting Guide. If you have any questions as you review this document or complete your report, please contact Community-Engaged Alliance at grants@engagedalliance.org.

Engagement Data Report*

This information is to be entered directly into the online submission form. You will be asked to provide numerical data on the following:

1. The number of individuals that were directly involved with the project (e.g., participated at some level in the planning, implementation, and/or support) within each population category:
 - a. Undergraduate students (from any institution)
 - b. Graduate students (from any institution)
 - c. College or university executive leaders (from any institution)
 - d. College or university senior administrators (from any institution)
 - e. College or university faculty (from any institution)
 - f. College or university professional staff (from any institution)
 - g. Community members (e.g., members of local communities and/or community agency representatives, clients, and constituents)
2. Number of community organizations (e.g., local, state, national, and/or international agencies, government, or non-government entities)
3. Name(s) of community organizations involved in this project
4. Name(s) of any other college or university involved in this project
5. Number of connected academic courses, the area of study, mode of instruction, and student population involved
6. Number of connected co-curricular activities

Areas of Impact* (only required for the Final Report)

This numerical data is to be entered directly into the online submission form. If no individuals were impacted within the category, enter 0.

1. Number of individuals that were affected by and/or benefited from the project within each within each population category:
 - a. Undergraduate students (from any institution)
 - b. Graduate students (from any institution)
 - c. College or university executive leaders (from any institution)
 - d. College or university senior administrators (from any institution)
 - e. College or university faculty (from any institution)
 - f. College or university professional staff (from any institution)
 - g. Community members (e.g., individual community members, including individuals from community agencies)
 - h. Community organizations (e.g., local, state, national, and/or international agencies, government, or non-government entities)
2. Geographic areas (county names) the project directly impacted

* Required item

Tangible Products* (only required for the Final Report)

This information is to be entered directly into the online submission form. If no items in a category were created, enter 0. Provide numerical data on the following:

1. Number of following types of tangible products produced as a result of the project:
 - a. Peer-reviewed publications accepted for publication or currently under review (e.g., journal articles, book chapters, other document types)
 - b. Peer-reviewed presentations given or accepted (e.g., at the local, state, national or international level)
 - c. Invited presentations given to any audience
 - d. Research briefs and/or White papers written and published
 - e. Number of times any individual connected to the project provided testimony to inform policy or practice
 - f. Websites developed
 - g. Start-up or social ventures created
 - h. Patents or other product licenses sought
 - i. Copyright licenses sought
 - j. Funds raised for the community or community organization
2. Other types of tangible products not covered above. You will also be asked to provide a brief description of these products

Fiscal Report* (only required for the Final Report)

The Fiscal Report provides a complete overview of how the grant funds and institutional match funds were used.

1. The Community-Engaged Alliance Fiscal Reporting Form (Appendix A).
 - a. This form must be signed by the lead Primary Investigator and the Fiscal Officer prior to being submitted. The Fiscal Officer may independently upload the Fiscal Report using the Fiscal Report Submission link available at: https://iu.co1.qualtrics.com/jfe/form/SV_bqg76RGVnsbpy06. The Fiscal Reporting Form must be saved as an Adobe PDF (.pdf) document.
2. Unused Grant Dollars
 - a. Per the Award Agreement and Community-Engaged Alliance Terms and Conditions, any remaining unused funds (sponsor-provided and institutional match funds) left at the end of the project period are to be transferred into an institutional account for use by the primary investigatory for future community engagement work and/or professional development. Use of the funds should still adhere to CEA Terms and Conditions. The primary investigator is to have access to these funds until they are exhausted.

* Required item

Project Photographs*

All grantees are asked to upload a minimum of 4 high-quality action photographs with their report. We recommend that you coordinate with your institution's office of media relations to capture these images, as they can work with you to ensure quality subject matter and digital usage for images submitted.

Images will be used by Community-Engaged Alliance to promote your specific project as well as the overall work of the organization. Therefore, it is your responsibility to ensure that the images can be used for public dissemination. **Please do not submit photos that show the face of minors or vulnerable individuals without their expressed written consent or that of a guardian.**

Examples of places these images may be shared are media posts, press releases, funding reports, and organizational reports and presentations.

All photographs are to be saved as .png or .jpg files. If more than 5 photographs are shared, they should be saved into zipped folders based on their subject matter type (e.g., marketing photos, project photos) before being uploaded. Each zipped folder must be less than 100MB in size.

1. Marketing Statement Photographs
 - a. Upload 2 to 3 photographs that are representative of the marketing statement provided as part of the Narrative Report.
2. Project Photographs
 - a. A minimum of 2 photographs are required. Photos are to be saved as .png or .jpg files.

Narrative Report*

The Narrative Report should be no more than 3 pages, excluding references, and should follow the outline below. Include tables, charts, or bulleted lists where appropriate.

Formatting

All reporting documents must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide) and include a title page, executive summary, reference page, and appendices where appropriate. Documents should be double-spaced and include page numbers throughout.

1. Narrative Report Title Page
 - a. Include the following information on the title page of the narrative report:
 - i. Project Title
 - ii. Grant Type
 - iii. Primary Investigator(s) Names, Professional Title(s) and Affiliation(s)
 - iv. Funding Period
 - v. Reporting Period (if different)
 - vi. Report Submission Date

* Required item

Midterm Narrative Report Requirements

1. Individual Project Update
 - b. Project Executive Summary (500-word limit)
 - i. This summary is to cover the activities that occurred during the current reporting period
 - c. Goals, Objectives, and Project Progress
 - i. Provide an update on the status of your project goals/objectives. If any have changed, please discuss the change(s) and why they occurred.
 - ii. Discuss any successes, even those that seem small, you have had thus far. Where have you had challenges, and how have you overcome them?
 - iii. Please discuss any resources provided by Community-Engaged Alliance that have been useful during the planning and implementation phases of this project.
 - d. Personal Reflection
 - i. If there was anything that Community-Engaged Alliance could have done to further support you and your collaborators, please describe it here.

Final Narrative Report Requirements

The Narrative Report should be no more than 6 pages, excluding references, and should follow the outline below (please incorporate each section below and use headings to format). Include tables, charts, or bulleted lists where appropriate.

1. Individual Project Update
 - a. Project Executive Summary (500-word limit)
 - i. This summary is to cover the activities that occurred during the current reporting period.
 - b. Marketing Statement (500-word limit)
 - i. 1 to 2 photos included as part of the uploaded photographs
 - ii. This statement should be appropriate for use in media releases and for Community-Engaged Alliance 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.
 - iii. Multimedia digital files may be uploaded as an appendix in leu of a written marketing statement. If choosing this option, please indicate such, including the file name, under this heading in the report.
2. Goals, Objectives, and Project Update
 - a. Share a notable success or challenge from your project
 - i. If sharing a story of success, include how this can be an example/model for others
 - ii. If sharing a challenge, include either how you were able to overcome it, what you might do differently in the future, or what you/your collaborators learned from the situation that may be insightful for others.

* Required item

- b. Discuss either (1) how your relationship with your community partner has changed during the funding period; or (2) how the partnership of the collaborating research team evolved during the funding period. If relevant, include how it was affected by the knowledge, skills, or abilities gained through resources and/or opportunities provided by Community-Engaged Alliance.
- 3. Project Assessment, Impact, and Evaluation
 - a. Provide examples/evidence of the (1) impact your project has made on the following areas, and/or (2) the findings of your research, and its potential to impact the following areas, where appropriate:
 - i. student learning and development
 - ii. individual courses or co-curricular programs, overall institutional/college/school/unit curriculum or co-curricular programming
 - iii. furthering departmental and/or institutional goals around the normalization of community engagement
 - iv. community partner organization(s) and the population(s) they engage
 - v. the state of Indiana, including its students, community partners, residents, and communities
 - vi. society as a whole, including the community issue being addressed
 - vii. faculty, staff, or executive leadership community engagement professional development efforts
 - b. Discuss the assessment and/or evaluation strategies you used when determining the above impact and/or, if relevant, how potential future impact will be determined. If appropriate, please highlight any tools or resources provided by Community-Engaged Alliance.
- 4. Engaged Scholarship
 - a. Describe the efforts to disseminate the results/impact of the project. If you have yet to do so but have plans to do so, please discuss those plans
 - b. Include any scholarly, community, or creative works produced as part of your uploaded appendices, along with a reference list
- 5. Personal Reflection:
 - a. Discuss how this project enhanced your/your collaborators personal and/or professional development
 - b. If there are any other resources or mechanisms of support provided by Community-Engaged Alliance that was particularly helpful, please describe them here
 - c. If there was anything that Community-Engaged Alliance could have done to further support you and your collaborators, please describe it here

Relevant Appendices

Formatting

The report submission system is only able to receive a single file or zipped folder for each submission type (e.g., tangible products produced, curricular or co-curricular project documents). Therefore, documents of similar type are to be grouped together and saved in a zipped folder. For example, all photos in one zipped folder, all tangible products produced in one folder, and all curricular or co-curricular documents in one folder. Each file or zipped folder is limited to 100MB in size. Please contact Community-Engaged Alliance at grants@engagedalliance.org if you need assistance

Please be prepared to upload the following documents, as appropriate. Items that are required for all grantees are marked with an asterisk (*).

1. Tangible Products Produced including but not limited to:
 - a. scholarly articles written and/or published
 - b. presentations given
 - c. creative works designed. Community-Engaged Alliance is to be acknowledged as the project funder in any published work.
2. Tangible Products Reference List*
 - a. This is to be formatted according to the most recent version of the APA Style Guide (APA 7) and includes web links (DOI links) where available.
3. Curricular or Co-Curricular Project Documents including but not limited to:
 - a. course syllabi
 - b. student-created work for community partners
 - c. student and/or community partner reflections
4. Project Data including but not limited to:
 - a. project data
 - b. data collection instruments
 - c. student and/or community partner evaluation data
5. Other Appendices
 - a. Any other relevant appendices can be included as appropriate

* Required item