Engaged Scholarship Research Grant
Request for Proposals - 2016

The Engaged Scholarship Research Grant (ESRG) program is an internal effort by the Provost’s Office and the Engaged Scholarship Committee designed to promote engaged scholarly activity among University faculty and students. At the University of Memphis, Engaged Scholarship involves faculty members and students partnering with community groups to pursue academic projects in a sustained and interdisciplinary manner that: (a) connect pertinent social questions/issues with community partners’ practical goals; (b) promote productive and reciprocal relationships between the university and the community; and (c) result in scholarly products, such as peer-reviewed publications, peer-reviewed collaborative reports, professional documents, documentation of impact, and external funding.

The goals of the Engaged Scholarship Research Grants are to provide seed funds for engaged research projects that will produce: (1) pilot data for proposals to be submitted to outside funding agencies; (2) scholarly/creative activities that are likely to lead to student learning and retention; (3) research partnerships that are likely to lead to outside funding or recognition of the faculty member, his or her department, the University and the community partner; and (4) projects that support mutually beneficial community-university partnerships.

**Award Amount**

Grants may be funded up to a maximum of $6,500 for travel, equipment, supplies, faculty summer salary (up to $4,500), stipends for student assistants (though funds for tuition and fees are not permitted), and other expenses. Funding for this program is provided by the Provost’s Office: Student Recruitment and Retention funds. Therefore, it is expected that ESRG funded projects will actively and directly include undergraduate students and can also include graduate students.

*Award Announcements will be made by the end of April 2016.*

**The deadline for submitting an ESRG proposal is Monday, February 29, 2016 at 5 pm. Please submit proposals to ESinfo@memphis.edu with the subject line “ESRG Proposal Submission.”**

**Duration of the Grant**

ESRGs must be started and completed within 18 months of the grant award, which will begin approximately August 1, 2016. Expenditures must be consistent with the financial policies of the University of Memphis and in keeping with the University’s fiscal year-end closing schedule. In the case of default situations, such as the applicant’s inability to complete the project, unexpended funds will revert to the ESRG program.

**Engaged Research Grant Review Process**

The ESRG Review Committee will be comprised of 5 members of the Engaged Scholarship Committee, including 2 recipients of last year’s ESRG. Criteria used in evaluating proposals include: significance and potential impact of project, appropriateness of project design (including collaboration with community partner) and methods, degree of student involvement, qualifications of the applicant for implementing the project, probability of achieving project objectives, project budget and justification, and appropriateness of the schedule for project activities.

If you have questions about the ESRG Program, please contact: Nicole Thompson (nlthmpsn@memphis.edu or 678-2459) or Katherine Lambert-Pennington (almbrtnp@memphis.edu or 678-2080).
Eligibility Requirements

1. ESRGs can be used for projects that are local, national, and/or international in scope.

2. Projects must demonstrate collaboration between at least one community partner and at least one University of Memphis faculty member. Priority will be assigned to applications that demonstrate the promise of interdisciplinary collaborations across faculty and students.

3. Community partners may not participate in more than one ESRG (including a Strengthening Communities Initiative Grant) award at one time.

4. Applicants must be full-time faculty at the University of Memphis at the time of proposal submission.

   o Applications from faculty who have not submitted a final report for a previous ESRG will not be considered. It is expected that the faculty grant recipient will remain at the University of Memphis for at least one year following the conclusion of the grant period. The UM team may include additional faculty members, associate staff, and students.

   o UM faculty members cannot receive more than one Engaged Research Grant within a three-year period. Awardees cannot hold an SCI grant and an ESRG simultaneously.

   o Faculty must submit an Endorsement Form signed by their Department Chair or Director. If the faculty member’s program does not have a Department Chair or Director, or if the faculty partner is the Department Chair or Director, this form must be signed by the UM faculty partner’s Dean (see attached).

Future applications will not be considered if the faculty member fails to submit the requisite reports at the end of the grant period.

Application Requirements

A. **Cover Page:** Provide the requested information, complete with the checklist of assurances. In the event that the Department contributes academic year release time, indicate the amount of release time (expressed in credit hours or percent of time). Please note that any research involving human subjects requires IRB approval.

B. **Abstract:** Limited to 350 words.

C. **Project Description (not to exceed 5 pages):** The description should be as complete as possible but limited to necessary and relevant material, and written in a clear and straightforward style. A review committee, who may lack technical expertise in the specific project area, will evaluate the proposals. Consequently, it is very important that the text and materials be understandable to a lay audience. Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).

The narrative must include a concise description (not to exceed 5 pages) of the following:
Research question(s) to be addressed - briefly discuss the significance of the project to society, the discipline, and the community partner. Also include a statement about the applicants’ qualifications to complete the project.

The community partner – describe the length of faculty member’s relationship with the partner, the role the community partner will play in the research design and implementation, and the need the project will address. To demonstrate the collaborative nature of the project, a letter of commitment from the primary partner(s) must be included with the application (as an appendix).

Methodology and analytic strategy - describe the materials, equipment, staff, performers, participants, and venues required for the project. Submitters should include a detailed workplan with start and end dates, and the expected dates of all major milestones. The evaluation of the proposal will take these factors into consideration.

Student Involvement – describe how University of Memphis students will be involved in the project, how their involvement will enhance their mastery of course content and disciplinary concepts, and how it will enhance their retention at the University.

The outcome(s) of the project – describe the significance of the expected results for the community partner, faculty member, students, including scholarly products expected to result from the project; how student involvement will enhance their mastery of course content and disciplinary concepts; how the project might help student retention at the University; and the potential impact of the project on the applicant’s career and future funding (for the faculty member and community partner).

D. Summary Curriculum Vitae or NIH-style biosketch for project team: primary faculty (required) and community partner (optional). Include educational background, a list of recent and relevant publications, presentations, and/or performances as appropriate for your discipline, and funding received. Note those activities that resulted from previous Engaged Scholarly activities with an asterisk. The summary vitae should not exceed 3 pages.

E. Budget Summary and Justification: All cost categories requested should be clearly identified and justified and cost calculations shown. Requests may include faculty salaries during the summer months ($4,500 maximum); stipends for undergraduate and graduate research assistants (again recognizing that tuition and fees cannot be covered by ESRG funds) or other technical personnel; domestic or foreign travel necessary for the collection of data; specialized equipment for a specific research project; supplies; other costs, such as library and technical services and publication costs. When graduate student stipends are included, sources of tuition and fees should be documented. Please use the budget template attached to this document.

Summer Faculty Salary: The salary requested should be proportionate to the amount of effort expended by the faculty member and should be indicated in terms of time period and equivalent corresponding percent of effort up to a maximum of $4,500. Faculty requesting summer salary must abide by university regulations on summer term income. In addition, please note that summer salary funds are not authorized for expenditure until July 1.

If summer salary for the submitting faculty member or others employed on the project is requested, justification for these expenditures is required. Compensation must be consistent
with effort expended on the project. Additionally, justification must include an explanation of why the effort must be expended during the summer term, as opposed to effort expended as part of the fall and spring academic term responsibilities.

**Other Salaries:** List individually and identify type of personnel.

**Travel:** Travel in the pursuit of scholarly and research activities should be thoroughly explained, including its relationship to the project. The necessity for execution of the work at a location other than at this University should be clearly documented and justified. If travel funds are requested for collaboration, be specific about why collaboration must be done in person and not electronically. The location, anticipated dates, itinerary, and projected costs of the travel should be clearly stated.

**Equipment:** Equipment is generally classified as property that costs more than $5,000 per item and has a life expectancy of more than three years. Equipment must be justified in terms of amount of usage on the proposed project. Equipment purchased with ESRG funds remains the property of the University at the conclusion of the grant period. If projects include multiple departments, please indicate the department(s) equipment will go to upon completion of the project.

**Supplies and Other Operating Expenses:** All items should be listed and costs shown.

**Total ESRG Project Budget Requested:** This is the sum of all costs above.

**Funds from Other Sources:** The source and the amount of any additional funds applied for and awarded for this project must be identified, explained, and endorsed on the Budget Summary Page.

**Expenditures Not Covered by ESRGs:** Requests for funds to support the following will not be approved: academic year faculty salaries; taking or developing courses; writing grant proposals; tuition and fees for student research assistants, or general purpose equipment.

**Appendices:** Support letter(s) from community partner(s), technical explanations, research instruments, bibliographies, and Summary CV/biosketch should be gathered into an appendix not to exceed 8 pages. Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).

**Follow-up Requirements:** The applicant’s submission indicates his/her agreement with the following requirements:

1. **Report:** The faculty member will provide the Engaged Scholarship Committee with a report within sixty days of the conclusion of the grant period (no later than January 30, 2018). This report should explain briefly and in layperson's terms: the work that was completed, whether milestones were met, outcomes obtained, planned publications or presentations of the completed work, planned grant applications as a result of this work, and how the faculty member, the University, and the community benefited. Failure to submit this report will prevent the applicant from being considered for future ESRG awards.
2. **Presentation:** The project team will present project findings at an Engaged Scholarship Committee sponsored event. Presentation should include all project partners (faculty, community-partner, and students, if available).

3. **Acknowledgements:** Any publication resulting from the research supported by a grant from the Engaged Scholarship Research Grant Fund shall include the following statement: “This work was supported in full or in part by a grant from The University of Memphis Engaged Scholarship Research Grant Fund. This support does not necessarily imply endorsement by the University of the summarized research conclusions.”

4. **Proprietary Information:** The applicant agrees to allow his/her funded proposal and final report, unless it contains proprietary information, to be shared as an example of Engaged Scholarship with future applicants.
Engaged Scholarship Research Grant Cover Sheet

Faculty Partner Information

Name ________________________________________________
Title ________________________________________________
Department __________________________________________
Campus Address _______________________________________
Phone ________________________________________________
Campus Email __________________________________________

Community Partner Information

Name of Organization __________________________________
Contact's Name ______________________________________
Contact's Title _________________________________________
Address ______________________________________________
Phone ________________________________________________
Email ________________________________________________
Website ______________________________________________

Name of the proposed project for which you are seeking funding:
____________________________________________________________________________

Does this proposal require any of the following? (Faculty will need to submit IRB materials if applicable to the proposal.)

☐ Use of potentially hazardous materials
☐ Equipment, facilities, human resources, or services not currently available or budgeted herein
☐ Use of human subjects, approved by the Institutional Review Board (IRB)
☐ Use of Lab Animals, approved by the Institutional Animal Care & Use Committee (IACUC)
☐ None of the above

Application Check List:
  O Abstract and Project Description
  O ESRG Budget (using the budget template)
  O Endorsement Form for the UM Faculty Member
  O Appendices – Letter of commitment from Community Partner, Summary CV, and other documents related to your proposal.
2016 Engaged Scholarship Research Grant Endorsement Form

This Endorsement Form must be submitted with 2016 ESRG proposals. The faculty member’s Department Chair or Director must complete and sign the form. If the faculty member does not have a Department Chair or Director, this form must be signed by the UM Faculty Partner’s Dean.

Name of Proposed Project: ____________________________________________________________

UM Faculty Partner: _________________________________________________________________

Community Partner: ________________________________________________________________

Name of Department Chair/Director/Dean: ______________________________________________

Email of Department Chair/Director/Dean: _____________________________________________

Please describe how Engaged Scholarship fits into your department’s mission and vision:

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I have reviewed the application for this Engaged Scholarship Research project, and I approve of the faculty member’s participation in this project. I also verify that the UM Faculty member is full-time tenured faculty, tenure-track faculty, or continuing research faculty at the Univ. of Memphis.

__________________________________________    __________________________
Signature of Department Chair/Director/Dean            Date
Engaged Scholarship Research Grant Budget Template

UM expenses may be funded up to a maximum of $6,500 for faculty expenses related to travel, equipment, supplies, summer salary (up to $4,500), stipends for student assistants (though funds for tuition and fees are not permitted), and other expenses.

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**Matching Funds** *Note: This is not a required section. However, if additional funds are used, please provide this information.*

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