



Applications Due: Friday, December 6

Spring 2014 Faculty Minigrant Proposals for Community Engaged Research and Projects

UAA's Center for Community Engagement & Learning (CCEL) announces a **request for proposals**. Awards are open to full-time faculty in all UAA schools and colleges and at all campuses. *Junior faculty, faculty teaching GER courses, and faculty in under-represented disciplines are encouraged to apply.* Funded proposals will **conduct community engaged research or plan and carry out community projects and involve UAA students whenever possible**. These projects include engaged scholarship and professional partnerships with community organizations that incorporate the principles of reciprocity and respect for community knowledge with research or creative activity.

Procedures and Criteria for Allocating Minigrant Funds

The Center for Community Engagement & Learning anticipates awarding approximately \$16,000 in mini-grant awards during 2013-14 to be used to support community engaged learning and research in any discipline.

Full-time faculty may apply for up to \$2,000 faculty awards for research/creative projects. Faculty are encouraged to "stage" their projects if they are anticipated to be more costly and re-apply for the next stage as the first stage nears completion. Awards may be used to defray costs associated with community engaged teaching or research/creative activities, such as community partner honorarium, student research/liaison assistance, books, supplies, or travel to conferences (however, no more than \$500 may be devoted to airfare).

Criteria for Ranking of Awards

Applications are open to all full-time UAA faculties. Grants for 2013-14 will give preference (but not be limited to) to: 1) Proposed projects that emerge from the "Urban in Alaska" conference. 2) The five issue areas prioritized in the ENGAGE Social Issues Project: Food Security, Affordable Housing & Neighborhood Development, Health & Mental Health, Education for Youth Success, and Environment & Sustainability. The Minigrant Review Committee will rank proposals for the extent to which best practices for community-engaged projects (below) are reflected and include a feasible budget for implementation and a timeline for proposed activities:

1. Goals and processes that are mutually determined with a respect for local knowledge.
2. Clarity regarding nature of and commitment to partnership.
3. Accountability for carrying out plans.
4. Commitment to reciprocity and benefits for all partners.

Reporting and Reimbursement Procedures

All community engaged faculty awards are made possible through UAA's Center for Community Engagement & Learning (CCEL). You will be asked to acknowledge this support in any papers or publications derived from the activities supported by this award.



Faculty who accept these awards agree to:

- Share the results of the project, outcomes with community partnerships, and evaluative assessments in special forums and venues at UAA.
- Access and account for budget expenditures by June 15, 2014. (Extension may be requested, but funds are not guaranteed to be held over in next budget year).
- Submit a brief final report, highlighting the importance and benefits derived through this support, as well as documentation of budget expenditures.
- If the project involves a community-engaged course, we would like to implement a survey of your students and your community partner(s).

Application Procedures

Applicants must provide cover page (included in application packet) along with:

- A description of the community-engaged research or project proposed using the criteria above as guidelines;
- A budget (template provided in packet) and brief budget narrative for the requested funds;
- A letter of support from a community partner.

Please submit electronic copies of the application material to the Center for Community Engagement & Learning by **Friday, December 6** via the email address engage@uaa.alaska.edu.

In addition to an emailed Minigrant proposal, please send *within one week* a paper copy of your proposal and the cover page with *original signatures of your department chair, dean, or director*. Send the complete paper copy to:

Center for Community Engagement & Learning (CCEL)
Consortium Library, Room 211G
University of Alaska Anchorage
3211 Providence Drive, Anchorage, AK 99508

For additional information or questions, contact the CCEL Director, Judy Owens-Manley at 786-4087 or jowensmanley@uaa.alaska.edu. Or visit our website at www.uaa.alaska.edu/engage.



COVERPAGE
Spring 2014
Faculty Minigrant Proposals for
Community Engaged Research and Projects

Applicant Name: _____ Phone: _____

Department: _____ Location: _____

Dept. Fiscal Manager: _____ Phone: _____

Project Title: _____

Community Partner(s): _____

This is a: (check one)

New research or creative activity project

Continuing research or creative activity collaboration

Please attach this cover page with budget narrative to a description of the research or creative project to be conducted. The proposal should not exceed six double-spaced pages. Guidelines for the proposal can be found at www.uaa.alaska.edu/engage.

Faculty Applicant - print

Signature

Date

Dept. Chair, Dean or Director - print

Signature

Date

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CCEL Budget Template

EXPENDITURE TYPE	DESCRIPTION OF EXPENDITURE	AMOUNT	MATCH (IF ANY)
PERSONNEL			
TRAVEL			
CONTRACTUAL SERVICES			
COMMODITIES			
MISCELLANEOUS			
TOTAL			

Insert additional lines as needed.

CATEGORY DEFINITIONS

PERSONNEL* – For budgeting the undistributed personal services by the chief financial officers of MAUs and Statewide Budget. Any payroll amounts must be made under this category.

TRAVEL - Major account classification for travel expenditures. Entries for budget, payroll or accounting purposes may not be made to this code. This group includes transportation, lodging, meals and other incidental travel expenses incurred by an individual on official travel status while away from a permanently assigned duty station.

CONTRACTUAL SERVICES - Major account classification for services rendered to the university. This code excludes payroll, which is accounted in personnel above.

COMMODITIES - Major account classification for all commodities, which are:

- a. Ordinarily consumed or expected to be consumed within two years after they are acquired or put into use.
- b. Converted in the process of education, research, construction or manufacture.
- c. Used to form a minor part of equipment or fixed property less than \$5,000 in value. Includes the cost of postage, parcel post charges or freight charges for the commodities if the terms of delivery are other than FOB destination. Entries for payroll, budget or accounting purposes may not be made to this account code.

MISCELLANEOUS - Major account classification for expenditures not included in other major account groupings as specified below. Entries for budget, payroll or accounting purposes may not be made to this line.

*For student workers-please see attached information for employment of student workers.



Employment of Student Workers

Students may be hired with your mini-grant funds. The student wages should be included in your projected budget, following the university guidelines that we are required to follow below. CCEL has written and had approved ahead of time two possible positions, at two different levels, for your projects. Please select the appropriate level for the student(s) positions and indicate as such in your budget. Please also note the link to a salary table below these two job descriptions and the observation that students will start at Step 1 on Level B or C, unless you make a specific request that they be started at a higher level with a rationale for that request.

Please call Judy Owens-Manley at 786-4087 or Kara Joseph at 786-4062 if you need assistance with this.

Student Project Assistant 1 Level B

The project assistant works under the supervision of a faculty member or with the direction of faculty under the supervision of a Project Assistant 2. Project duties may include communication with community agencies, data collection, and project tasks that are varied and may require independent judgment. Students hired for this position are required to have prior experience with community agencies or community-engaged work through academic service-learning, paid employment or volunteer work and be at a sophomore level minimally. The successful candidate for this position will have good organizational capabilities to coordinate activities for the project; computer skills to maintain project information or data; good oral and written communication skills to assist faculty in project implementation.

Student Project Assistant 2 Level C

The Project Assistant 2 works under the general direction of faculty member but does not require direct supervision and functions with intermittent supervision or works independently. Project duties require research skills and may require decision-making in developing new procedures or techniques. Work may involve supervision of other student employees and connection with community organizations as a representative of the project. Students hired at this level are providing significant support for a research project or substantial coordination of a creative or service project and may conduct portions of the project independently. Students hired for this position are required to have prior experience with community agencies or community-engaged work through academic service-learning, paid employment or volunteer work and be at minimum at a junior level academically. The successful candidate for this position will have knowledge of data collection and preferably of data analysis, good oral and written communication skills, excellent computer skills, and a demonstrated capacity for critical thinking and ability to problem solve.

The student assistant salary schedule contains multiple steps for each grade level.

- A. Initial hire rate into a new or different position, will be at the minimum rate in the assigned grade level. Exceptions may be considered only in cases of documented marketplace necessity, or exceptional qualifications. Requests for exceptional step placement must be made, in writing, to the regional personnel director, showing documented reasons for the exception.
- B. Salary step progression occurs annually through continued satisfactory performance by the student in the same assigned student grade level. Two semesters of active satisfactory performance within a twelve-month period will warrant a one step increase on their anniversary date. Employment for at least twelve weeks during the summer will be equivalent to one semester.
- C. Requests for approval of additional step movement will be considered under exceptional circumstances or for extraordinary performance. Requests must be made, in writing, to the regional personnel director, showing justification for salary adjustment.

Current salary schedules for student assistants can be found at:

<http://www.alaska.edu/classification/salary-schedules/>