

# Community Engagement Incentive Grants

## 2019 Proposal Guidelines

As part of the University of Tennessee, Knoxville's commitment to community engagement and the scholarship of academic outreach, the Vice Chancellor for Research has issued a new call for proposals that specifically enhance the public engagement mission of the university. Funding is allocated via an annual, competitive award process.

The current announcement is for funding awards that will be effective July 1, 2019 - June 30, 2020 (*Fiscal Year 2020*). Proposals must be submitted by 5:00 p.m. on Friday, March 1, 2019. Funding will be available during the 2020 fiscal year only, and **must be fully spent by June 30, 2020**.

This program is primarily directed at faculty-led initiatives, though student involvement is encouraged. Applicants are **strongly** encouraged to review previously funded projects [see <http://engagement.utk.edu/incentive-grants/examples/>] before they apply.

### **Eligible Activities**

- Activities, programs, and partnerships that support the community engagement mission of the University of Tennessee, Knoxville.
- Activities that provide a clear and appropriate benefit to BOTH the target community AND to UT faculty and/or students.
- Activities that provide discipline-appropriate, curricular and/or co-curricular opportunities for community engagement.
- Activities that have clearly-defined and appropriate goals and expected outcomes, with budgets tied to those outcomes.

### **Review Criteria**

*All applications will be reviewed by a panel consisting of faculty, staff and community members. Applicants will be prompted to address each of the following points in their applications, which shall be scored using a 0-3 point scale.*

#### **SCORING RUBRIC**

- Itemized Scoring Scale: (0) = Poor or missing; (1) = Fair; (2) = Good; (3) = Excellent
- Funding Preference Score: (0) = Do not fund; (1) = Fund if possible; (2) = Recommend funding; (3) = Strongly recommend funding

- ***Specifics:*** WHAT will you be doing? (0-3 points)
  - WHAT is the scale, breadth, and significance of your project?
  - WHAT are the expected goals and outcomes?
  - WHEN shall these goals and outcomes be achieved – what is the timeline?
- ***Partnership/Reciprocity:*** How will the university and community work together? (0-3 points)

- HOW does the partnership jointly investigate, define, and address community issues?
- HOW is reciprocity part of the relationship?
- **Shared Decision-Making:** Can you provide evidence of shared decision-making? (0-3 points)
  - Will the community have a “voice” or role for input into this project?
  - HOW will the community be involved throughout this project?
- **Benefits for/Impacts on the University:** (0-3 points)
  - WHAT are the expected benefits to/impacts upon the university
- **Benefits/Impacts on the Community** (0-3 points)
  - What are the expected benefits to/impacts upon the community
- **Scholarship:** What is the research/creative activity or teaching/learning that is embedded in this partnership? (0-3 points)
  - Will any faculty or student scholarship be informed by this project?
  - How will this scholarship be published, presented, documented or publicized?
- **Assessment:** How will this project be documented or assessed? (0-3 points)
  - HOW will this project document or assess its engagement with the community?
  - HOW will this project document or assess its advancement of the University’s mission?
- **Future Plans:** What might be the future plans for this partnership? (0-3 points)
  - How are you addressing issues of sustainability?
  - Note: Priority may be given to proposals that help establish long-term projects, partnerships, or programs – for example, funding to collect data that might lead to a successful proposal for external funding.

### **Requirements and Deliverables**

- Primary applicant must be from a UT department or unit that falls under the jurisdiction of the Chancellor of UT’s Knoxville campus. Funding may only be remitted to the UT, Knoxville home department of the primary applicant.
- Funding maximum = \$2,000 (suggested range: \$500-\$2000).
- Fund request should be supplemented, where possible, by funds from other appropriate sources (e.g., departments, colleges, centers).
- Submitted by 5:00 p.m., March 1, 2019. **Late proposals will not be considered.**
- Funds must be fully spent by June 30, 2020.
- Awardees must submit a brief end-of-year report on project outcomes **before** award funds can be dispersed to their departments. Awardees agree to have their reports posted online to promote and assess campus outreach efforts as well as to assist future applicants.
- Previous applicants and awardees are eligible to apply. However, preference will be given to new applicants.
- Only one application per PI will be reviewed.

### **Budget and Accounting Requirements**

- Proposals submitted without budgets will not be considered.
- Funded applicants shall be expected to follow the budget as originally approved. Variations will be subject to further review, and may not be accepted. Request for approval in advance is recommended for any changes.
- Faculty/staff salary or salary supplements will not be approved.

- Direct support to charities, political, social, or other special interest organizations will not be approved.
- Grant funds must be fully spent by June 30, 2020 (end of fiscal year).
- All expenses must first be processed and paid by the grantee's home department. Funding may only be remitted to the UT, Knoxville home department of the primary applicant.
- Departmental account will then be reimbursed for actual expenditures, after documentation is provided to the Office of Research and Engagement.
- Requests for reimbursement should be submitted within one month after project completion but no later than June 30, 2020.

**Each Proposal Must Include**

- A completed online application form
- At least one letter of commitment from an external community partner

**Outreach Incentive Grant Funding proposals should be submitted online by 5:00 pm, Friday, March 1, 2019. Late submissions will not be accepted.**