



2016-17

**Auburn University
Competitive Outreach
Scholarship Grants
Program**



AUBURN UNIVERSITY

OFFICE OF THE VICE PRESIDENT
FOR UNIVERSITY OUTREACH

MEMORANDUM

To: Auburn University Faculty

From: Royrickers Cook, Ph.D. 
Assistant Vice President for University Outreach

Date: August 15, 2016

Re: 2016-17 Competitive Outreach Scholarship Grants – Request for Proposals

I am pleased to announce the availability of the Competitive Outreach Scholarship Grants for Auburn faculty, and I invite your participation.

The purpose of the Competitive Outreach Scholarship Grants Program is to encourage and support faculty engagement that addresses critical societal needs in Alabama and beyond. This intramural program is a collaboration of the Office of University Outreach and AU faculty, and is intended to enhance public engagement as part of the university strategic plan and vigorously promote outreach scholarship as defined in Chapter 3 of the Faculty Handbook. My office will award grants of up to \$20,000 each to support faculty engagement in outreach. Each proposal will be judged on its merit and the project's potential benefit to the State and to Auburn University.

Information on the application process is included and will be provided during two open information sessions. I invite you to submit a proposal.

Please note that the early submission deadline for format check is *Friday, September 30, 2016 by 4:45 p.m. central standard time* and the final submission deadline is *Friday, October 14, 2016 by 4:45 p.m. central standard time* at the link below.

For the proposal application and budget form, proposal submission or further information, visit www.auburn.edu/outreachgrants and for questions contact Dr. Chippewa Thomas, Director of Faculty Engagement, at 844-5700 or by email at thoma07@auburn.edu.

2017 Auburn University Competitive Outreach Scholarship Grants



The Office of the Vice President for University Outreach announces the availability of outreach scholarship grants for Auburn University faculty. The purpose of the grants is to encourage faculty initiative in addressing critical needs in the state of Alabama and beyond. Auburn University Strategic Plan - Priority 4 articulates the goals and commitments the university has for increasing public engagement as a land-grant without borders. Auburn University has defined outreach as “the function of applying academic expertise to the direct benefit of external constituencies in support of university and unit missions.” This intramural grant program builds upon the experience of previous Outreach Scholarship grants and adds an emphasis on promoting the enhancement of public engagement as described in the university strategic plan, and outreach evidenced by outreach scholarship as described in Chapter 3 of the Faculty Handbook. Grants will range in value up to \$20,000 for one year, with the possibility of additional funding support.

Minimum requirements. Only full-time tenured, tenure-track or clinical faculty members, whose departments/units consider scholarly productivity in the conferment of promotion, are eligible to apply as the Principal Investigator (PI). Collaboration with other faculty, community partners, staff and students is encouraged. Faculty may submit only one application for the 2016-17 grant cycle. Previous grant recipients may apply for a grant more than once, but will not be awarded a grant more than twice in a five year period. All proposals must meet the university definition of outreach as stated in Chapter 3 of the Faculty Handbook, be a publicly engaged project, include letters of support from both the faculty member’s department head (or director or dean, as appropriate), and a representative of the external constituency. The department head’s letter must express project support/endorsement, must tell how the proposed project serves a university or unit mission, university strategic priority, and how the project will contribute to the faculty member’s scholarly agenda. The external support letter must explain the need for the project and describe how the external constituency will participate in providing direction, support, and evaluation for the project as a collaborating partner. Two COSG Information Colloquia will be provided (see the outreach grants website for details).

Successful proposals will have met all of the application requirements and will progress to the COSG committee for review and evaluation. Those who receive grants will be contacted for to discuss grant cycle requirements before the grants are distributed. These requirements include the development of a MOU and Partnership Agreement with University Outreach and the establishment of a FOAP for funds distribution. Grant recipients are strongly encouraged to attend the Outreach and Engaged Scholars Luncheon (February 2017), a recognition event for being awarded a grant. In addition, grant recipients will be asked to submit a mid-year grant cycle report (six months into the project), a final report summarizing the project and evaluating its impact on the target constituency at the conclusion of the grant cycle. These reports of outreach engaged scholarship will be used in future Outreach publications, and grant recipients are encouraged to plan their own discipline-specific submissions for publications as well. Furthermore, submit a proposal to present their engagement activities and scholarship resulting from the project at the Engagement Scholarship Conference (Birmingham, AL, September, 2017).

Outreach Scholarship Grant Application

Application guidelines: All applicants must utilize this application proposal form and the excel budget proposal form (both accessible at <http://www.auburn.edu/outreachgrants>). Do not include this page as the first page of the proposal. The first page of the proposal should be a cover letter on department/unit letterhead. The proposal application form and the excel budget form combined should not exceed nine pages. The nine page limit does not include the cover letter and supporting documents. Please include all supporting documents at the end of the proposal. The cover letter, proposal application form, excel budget proposal form, and all supporting documents should be combined and converted into one multi-page proposal PDF file before submission. Proposals received by the final deadline using any other format or exceeding the specified page limit, and not meeting minimum requirements will *not* be eligible for panel review. Proposals not submitted as one multi-page PDF document by the final deadline will not be eligible for panel review. Please refer to the call for proposals checklist before submitting a proposal.

The early proposal submission deadline at the www.auburn.edu/outreachgrants webpage is *Friday, September 30, 2016 by 4:45 p.m. central standard time*. The final proposal submission deadline at the www.auburn.edu/outreachgrants webpage is *Friday, October 14, 2016 by 4:45 p.m. central standard time*. The proposal application should be organized as follows.

I. Cover letter addressed to (one page):

2016-17 COSG Committee
c/o Dr. Chippewa Thomas, Director of Faculty Engagement
Office of the Vice President for University Outreach
Auburn University

II. Proposal Application (no more than nine pages)

- **Engaged Principal Investigator, CoPIs and Personnel Contact information**
- **Proposal Title.**
- **Proposal Abstract (no more than 300 words).** This is a brief overview stating the need and objectives for the project.
- **Project Need (20%).** Describe the problem or opportunity that you wish to address. Explain how this problem/opportunity of need responds or is inclusive of diversity. Be specific regarding location(s) of the project and the specific constituency affected. Describe how partnerships have or will be formed and what group/agency will be partnered and collaborated with to address the need described.
- **Project Method (25%).** What do you propose to do to address the need? List major activities/milestones and completion dates.

- **Project Mission (10%).** How does the project serve the university, a university strategic plan priority and/or unit missions (e.g., outreach, community/civic engagement, cultural enrichment, inclusion and diversity etc.)?
- **Project Scholarship (10%).** How does the proposed project draw upon the professional expertise of the participating faculty and personnel? How will it benefit and inform the teaching and/or research of the participating faculty and personnel? Provide 3-5 scholarly references that provide a theoretical/empirical/best practice justification or basis for the project.
- **Project/Program Evaluation (15%).** How will you measure the impact of this initiative on the targeted audience? How will you know when/if the project goals and objectives have been met? (The measure of impact should be appropriate to the project. They may be quantitative or qualitative, or mixed method.) How will the results or outcomes be disseminated? Are there plans to pursue IRB approval, where appropriate? What impact will the project have on the targeted audience, and on Auburn University?
- **Sustainability Plan (20%).** Support from extramural funding sources is important for sustainability and for demonstrating commitment longevity to the project. Discuss plan for project sustainability and identified funding sources for project continuation.
- **Additional Support/Funding.** Contributions from partners are important for leveraging resources and for demonstrating commitment to the project. Matching contributions from both an academic unit and an external constituency are especially desired. In-kind contributions are accepted. Each match should be accompanied by a letter of commitment. Part of the selection process is a cost/benefit analysis. Projects which use the grant as seed funds to establish an ongoing revenue producing program are desirable.
- **Qualifications of Faculty and Personnel.** Include a brief (no more than 200 word) biographical sketch highlighting qualifications of principal and/or co-investigators and personnel for the proposed project.

III. Project Budget (one page)

- **Budget (use excel form provided on website).** List amount proposed. Show all planned expenditures and sources of funds.

IV. Supporting Documents (additional pages)

- Brief (3-5 page) vitae of principal investigator(s).
- Letters of support from academic unit (Department Head, Director or Dean).
- Letter of engagement and support from target constituency.
- Other letters committing matching resources, if not included in aforementioned letters.
- Any other relevant supporting documents.

2016-17 COSG Proposal Application Checklist

Please utilize the check list below to insure compliance with proposal requirements.

- Utilized proposal application form provided on website.
- Utilized budget excel form provided on website.
- Verified proposal application form and budget excel form does not exceed the 9 page limit.
- Prepared a cover letter on department/unit letterhead (not included in the 9 page count of the proposal)
- Combine and converted cover letter, proposal application form, budget excel form, and supporting documents as one PDF file document.
- Submitted COSG proposal at the www.auburn.edu/outreachgrants webpage by early deadline, Friday, September 30, 2016 by 4:45 p.m. central standard time for format check, return for revision, and resubmission if needed.
- Or submitted COSG proposal at the www.auburn.edu/outreachgrants webpage by final deadline Friday, October 14, 2016 by 4:45 p.m. central standard time.

Application and budget form can be obtained and submitted as part of a multipage PDF document (numbering no more than 9 pages in length) at <http://www.auburn.edu/outreachgrants>. Access for submitting proposals online **WILL** be closed by the final deadline.

Contact Information: For further information, please contact the Director of Faculty Engagement, Dr. Chippewa Thomas at thoma07@auburn.edu via email or call (334) 844-5700. For administrative assistance, contact Kara White at kkw0005@auburn.edu or (334) 844-5700.