Auburn University
Competitive Outreach Scholarship Grants Program
MEMORANDUM

To: Auburn University Faculty

From: Royrickers Cook
     Assistant Vice President for University Outreach

Date: August 30, 2013

Re: 2013-14 Competitive Outreach Scholarship Grants
     – Call 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 addressing critical societal needs in Alabama and beyond. This program is a collaboration of the Office of University Outreach and AU faculty, and is intended to 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 I invite you to submit a proposal. Please note that the deadline for submission is Tuesday, November 5th, 2012 by 4:45 p.m. via email to outreach@auburn.edu.

For the proposal application and budget form, or further information, visit www.auburn.edu/outreachgrants and contact Dr. Chippewa Thomas, Director of Faculty Engagement, at 844-5700 or by email at thoma07@auburn.edu.
2013 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. This intramural grant program builds upon the experience of previous Outreach Scholarship grants and adds an emphasis on promoting 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 a renewal.

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. Faculty may submit only one application for the 2013-14 grant cycle. All proposals must meet the university definition of outreach as stated in Chapter 3 of the Faculty Handbook and 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. 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.” The department head’s letter must tell how the proposed project serves a university or unit mission and how it will contribute to the investigator’s scholarship. 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. Three COSG Information colloquia will be provided for potential applicants (see 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 a meeting to discuss grant cycle requirements. These requirements include the development of a MOU and Partnership Agreement with University Outreach and the establishment of a FOAP for funds distribution. In addition, grant recipients will be asked to submit a midyear 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. Additionally, grant recipients will be required to present their engagement activities at the 2014 Outreach Scholarship Symposium (February 10th and 11th) and the resulting outreach scholarship of the project as well as submit a proposal for presentation at the 2014 Engagement Scholarship Consortium conference. These reports of outreach engaged scholarship may be used in future Outreach publications, and grant recipients are encouraged to plan their own individual submissions for publications as well.

2012-13 Competitive Outreach Scholarship Grant Recipients
Outreach Scholarship Grant Application Requirements

All applicants must utilize the application proposal form (outlined below) and the excel budget proposal form (both accessible at http://www.auburn.edu/outreachgrants). The proposal application form and the excel budget form combined should not exceed eight pages. The eight page limit does not include supporting documents. Please include all supporting documents at the end of the proposal. The 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 using any other format or exceeding the specified page limit, will not be eligible for committee review. Proposals not submitted as one multi-page PDF document by the aforementioned deadline will not be eligible for committee review. Please refer to the call for proposals checklist before submitting a proposal.

The proposal submission deadline to outreach@auburn.edu is Tuesday, November 5th, 2013 by 4:45 p.m. The proposal application should be organized as follows. Also, the evaluation weights for components of the proposal are highlighted below.

I. Proposal Application Form (no more than 7 pages)

- Engaged Principal Investigator 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 (30%). 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 (15%). 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 and/or unit missions (e.g., outreach, diversity, community engagement, etc.)?

- Project Scholarship (10%). How does the proposed project draw upon the professional expertise of the participating faculty and personal? 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?

- **Additional Support and 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.

- **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.

- **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.

### II. Project Budget (one page)

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

### III. Supporting Documents (additional pages)

- Full curriculum vitae of principal investigator(s).
- Letters from academic unit (Department Head, Director or Dean).
- Letter from target constituency.
- Other letters committing matching resources if not included in aforementioned letters.
- Any other supporting documents.
Utilize proposal application form provided on website.
www.auburn.edu/outreachgrants

Utilized budget excel form provided on website.
www.auburn.edu/outreachgrants

Verify proposal application form and budget excel form does not exceed the 8 page limit.

Combine and convert proposal application form, budget excel form, and supporting documents as one PDF file document.

Submit COSG proposal to outreach@auburn.edu by 4:45 p.m. on Tuesday, November 5th, 2013

Application and budget form can be obtained at http://www.auburn.edu/outreachgrants

The proposal submissions deadline to outreach@auburn.edu is Tuesday, November 5th, 2013 by 4:45 p.m. Please email to the attention:

2013-14 COSG Committee
c/o Dr. Chippewa Thomas, Director of Faculty Engagement
Office of the Vice President for University Outreach
Auburn University

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 Gail Gauntt at gauntgd@auburn.edu or (334) 844-5700.