

**Center for Public Service and Community Engagement
Curriculum and Research Support for
Experiential Learning and Community Engagement (ELCE)**

Purpose of Grants

Grants may be used to:

- Design and implement an experiential learning course or professional experience, with preference to those initiatives that will become self-sustaining beyond the initial funding period;
- Develop experiential learning and community engagement as a regular part of academic content and expectations for students across departmental curricula;
- Develop and implement plans in support of departmental coherence for engagement in scholarly and public service activities;
- Extend or enhance an experiential learning course or professional experience.

Selection

Awards ranging from \$200 to \$4,000 are available to assist individual faculty and staff in development of single or multiple course proposals or experiences, and fund initiatives that promote experiential learning and/or community engagement across departments or programs. Applicants may participate in as many proposed projects as desired but may serve as principle investigator (PI) on only one proposal per funding period. If there are multiple submissions from one department, then the department chair may be asked to prioritize them. Grant proposals should specifically address one or more of the following aspects of Indiana State University's engagement mission and commitment to experiential learning:

- Service-learning;
- Applied research that addresses public needs;
- Community-based research that addresses issues defined in collaboration with community partners;
- Curricular and co-curricular change to embed active learning strategies such as problem-based learning;
- Undergraduate and graduate student involvement in scholarship;
- The scholarship of engagement.

Use of Funds

Funds may be used to:

- Support student involvement in meaningful research and/or creative activities with a faculty member.
- Support department members for professional development and acquisition of teaching materials related to experiential learning and/or community engagement;
- Prepare curricular materials;
- Provide training and technical assistance, including disciplinary-focused speakers and workshops on experiential learning and community engagement;
- Provide an instructional stipend to provide time for project development, implementation, evaluation, and research related to experiential learning and community engagement.

The Center for Public Service and Community Engagement is particularly interested in funding projects that provide *student support* to participate in learning experiences and community engagement.

Proposal Submission

One electronic copy must be submitted to disbell@indstate.edu and one print copy of the proposal materials described below must be submitted to the Center for Public Service and Community Engagement, Tirey Hall room 134A.

1. Experiential Learning/Community Engagement Routing Form
2. Curriculum and Research Support for Experiential Learning/Community Engagement Proposal
3. Experiential Learning/Community Engagement Proposed Budget Sheet
4. Current vita(s) of grant applicant(s)
5. Institutional Review Board approval if needed (see <http://osp.indstate.edu/irb/home.html>.)

Project Management

The maximum funding available per project is \$4,000, summer stipends cannot exceed \$2,000. The applicant(s) must demonstrate that all salary and wages requested are necessary and directly related to project activities. Applicants must include deductions for FICA (7.65%) for all faculty, staff and student hires in their budget totals.

Course releases should only be requested if the project will be implemented during the semester and be budgeted at the actual cost of hiring a part-time faculty member. Collaborative proposals must indicate course release and stipend amounts for each contributing faculty member. Money awarded may not be spent on items/services prohibited by state law (e.g., gifts for project participants, etc.).

All ISU supported projects are administered in accordance with established University fiscal procedures and research policies. These include all travel regulations, policies relating to the protection of human subjects, and policies related to intellectual property rights. Equipment and computer software purchased through faculty development money become the property of the University, earmarked for the individual's use while at the institution during the time the project continues.

Timetable

- Applications for curriculum and research support for experiential learning and community engagement projects are accepted throughout the year and are due by the 15th of each month. Applications will be reviewed within four weeks of submission.

Final Report

A final report describing the project outcomes and detailing the number of students involved and their level of participation/benefit must be submitted to the Center for Public Service and Community Engagement at the conclusion of the project. All publications and presentations based upon the funded project must acknowledge the assistance of the Indiana State University Center for Public Service and Community Engagement.

Center for Public Service and Community Engagement

Curriculum and Research Support for

Experiential Learning and Community Engagement

Proposal Components

Title Page: Use the attached routing form. The routing form must be signed by the appropriate Department Chairperson and Dean.

Budget: Use the attached budget form.

Abstract: Briefly describe the proposed project. The abstract should be double-spaced and not exceed 1 page.

Project Narrative: Use the following outline. Your project narrative should not exceed 3 double-spaced pages.

1. What are the project objectives? How does this project meet the stated purposes of EL/CE grants?
2. Describe project methods.
3. What are the final products of the project (such as journal article, presentation, policy document)? How will the project be assessed?
4. Describe the qualifications that enable you to do this project.
5. Provide a timeline for the project with target dates for completion of project activities, as well as other details pertinent to project implementation.

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(ELCE)
Routing Form

Submit to the Center for Public Service and Community Engagement, Tirey Hall room 134A by
the 15th of the month.

Title of Project _____
Project Period From _____ To _____

1. Project
Director _____

Signature _____
Date _____

Department/Unit _____

Phone number _____ E-mail _____

2. Project Co-director _____

Signature _____
Date _____

Department/Unit _____

Phone number _____ E-mail _____

(If there are more than two co-project directors attach another page.)

Chair and dean/associate vice president signatures signify support. If there are issues or
concerns, attach a sheet describing them.

1. Project director's department _____

Chair or Director _____

Signature _____
Date _____

Dean or Associate Vice President _____

Signature _____
Date _____

2. Project co-director's department (if different than
above.) _____

Chair or
Director _____

Signature _____
Date _____

Dean or Associate Vice
President _____

Signature _____
Date _____

(Attach another page if needed.)

Experiential Learning and Community Engagement Proposed Budget Sheet

A. **COURSE RELEASES** \$ _____

1. Faculty member	Semester	Cost of release
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

B. **SENIOR PERSONNEL (SUMMER)** \$ _____

1.	_____	Faculty Member
	_____	Stipend Requested
	_____	Fringe Benefits (7.65% of Stipend)
	_____	Total Compensation
2.	_____	Faculty Member
	_____	Stipend Requested
	_____	Fringe Benefits (7.65% of Stipend)
	_____	Total Compensation

C. **PROJECT OPERATING EXPENSES** \$ _____

1. GRADUATE ASSISTANT	\$ _____
FICA, etc. (7.65%)	\$ _____
2. UNDERGRADUATE STIPEND	\$ _____
FICA, etc. (7.65%)	\$ _____
3. COMMUNICATION	
a. Postage	\$ _____
b. Other (please specify)	\$ _____
3. PRINTING	\$ _____
4. TRAVEL	\$ _____
5. EQUIPMENT AND SOFTWARE	\$ _____
6. OPERATING EXPENSES	
a. clerical assistance	\$ _____
b. computer charges	\$ _____
c. database searching	\$ _____
d. audio-visual services	\$ _____
e. television/teleconference services	\$ _____
f. consultants (honoraria and per diem)	\$ _____
7. OTHER (Itemized and justified)	\$ _____
TOTAL REQUEST	\$ _____