Request for Proposals (RFP)

Northern Kentucky University

2012 University-Community Partnership Awards

Deadline for proposal submission to the Associate Provost for Research, Graduate Studies and Regional Stewardship is:

Friday, March 30, 2012, 4 p.m.

Note: The budget request portion of award proposals must be submitted to the Research, Grants, and Contracts office prior to proposal submission to the Associate Provost for Research, Graduate Studies and Regional Stewardship. Budgets must be submitted for review by the Research, Grants, and Contracts office no later than Monday, March 19, 2012.

For further information, contact:
Jan Hillard
Associate Provost for Research, Graduate Studies and Regional Stewardship
hillardj1@nku.edu
(859) 572-7567
Overview

University-Community Partnership Awards have been offered each year since 2002 as part of the university’s strategic initiative to strengthen its public engagement. They are awarded to full-time, NKU tenured or tenure-track faculty members who establish partnerships with local government agencies or nonprofits and attempt to address the educational, health, social or civic needs of the community. All proposed projects must link with the goals of Vision 2015 (see Appendix I). The purposes of these awards include: contributing to the overall quality of life in the northern Kentucky region via applied research, providing faculty with opportunities for the scholarship of engagement, and enhancing the learning experience of students.

The University-Community Partnership Award:
- addresses a community or regional issue (economic, social, health, educational, governmental)
- involves a partnership between NKU faculty and an established community organization
- engages students in working with the local community
- advances the University’s mission of regional stewardship
- advances one of the six goals of Vision 2015 (see Appendix I), especially the goal and objectives related to supporting the college readiness of the region’s P-12 students

University-Community Partnership Award may include:
- demonstration projects that test new models or apply best practices to a community problem
- applied and community-based research that deepens understanding of a community problem
- assessments that measure the impact of community programs and services with reference to their intended outcomes
- public policy analysis framing new policy approaches or assessing the impact of current policy on an issue of public concern
- publications, presentations, public forums, or symposia that provide the public with new insights and perspectives on matters of public concern
- faculty expertise to address a community problem
- efforts to address community needs at a systemic level and create a framework for action.

Faculty may only submit one proposal for the University-Community Partnership (UCP) Awards in a given year. Further, faculty may hold only one UCP award at a time. This policy is designed to encourage a greater number of proposals and to make awards across a larger number of faculty.

University-Community Partnership Awards may request a maximum of $25,000 per proposal for a maximum period of two years. Funds will be available beginning July 1, 2012, and must be expended no later than June 30, 2014.

In summary, the strongest UCP proposals are those that show faculty, student, and community collaboration to address a clear need in the community, and show how (with NKU’s academic resources partnering with community resources) that need will be addressed in a lasting way with evident impact. A strong UCP proposal also demonstrates how the collaboration enriches our NKU classrooms, our learning, and our faculty’s representation in peer-reviewed journals.
Community partners
UCP proposals require clear evidence of strong commitment from at least one community partner who will be directly involved in the project; inclusion of additional community partners are encouraged. Partners may be government or community agencies, businesses, foundations, or volunteer organizations including, but not limited to, schools or school districts, health care providers, social service agencies, and others committed to improving some aspect of life in the region. Partners that are nonprofits are required to provide proof of their 501(c)(3) status.

- Match from an NKU source (College, Department or Center) is not required.
- Match from community partners is required as a demonstration of collaboration. The extent and type of match contribution provided by the community partner(s) will vary depending upon the nature of the project and the available resources of the partner(s). Partners with strong financial resources may be expected to contribute direct funding. Other types of contributions may include personnel, services, facilities, or in-kind contributions.
- Each community partner must specify the nature and amount and type of its contribution in a letter of commitment submitted with the award proposal. Proposals that do not provide a letter of commitment from each community partner will not be considered for review.

Student participation
Consistent with NKU’s learner-centered mission, the UCP grant requires NKU student participation. Student participation must be integral to the project’s objectives and provide meaningful learning. A project can involve an entire class, or an even larger group of students, or it could involve only a single student doing directed research as an independent study. Proposals that do not provide any opportunity for NKU students to participate will not be funded.

Eligibility
All tenured and tenure-track faculty who will be full-time employees at NKU during the 2012-13 academic year are eligible to apply. Proposals may be submitted by individual faculty or groups of faculty who develop a collaborative project.

- Faculty members who submit proposals must actively serve as Principal Investigators (PI) or project directors for the projects they propose and may not sponsor a project that will be conducted by someone else.
- Faculty members who do not currently hold a tenure track position and/or NKU staff may have an active role in a project, but they may not be project directors or award recipients.
- Faculty may submit only one proposal for the University-Community Partnership (UCP) Awards in a given year. Further, faculty may only hold one UCP award at a time.
**Confirmation of compliance policies (if applicable)**

If the proposed UCP project involves recombinant DNA, biological materials, and select agents as defined by U.S. federal agencies, then approval from the Institutional Biosafety Committee (IBC) must be obtained before award funds are released. If the project involves the use of animals, approval from the Institutional Animal Care and Use Committee (IACUC) must be obtained before funds are released. If human subjects are to be used, approval from the Institutional Review Board (IRB) must be obtained before funds are released. Policy and forms for IBC, IACUC and IRB may be viewed at [http://rgc.nku.edu/forms.html#irb](http://rgc.nku.edu/forms.html#irb). Further, faculty must complete the attached Research Compliance Statement if applicable.

**Proposal review committees**

Award proposals will be reviewed by a committee that includes: faculty, a community and/or nonprofit representative, the Director of the Scripps Howard Center for Civic Engagement, and the Associate Provost for Research, Graduate Studies and Regional Stewardship.

To avoid any potential conflict of interest, committee members may not have, or expect to have, any role in the proposals being evaluated, may not have endorsed any of the proposals, and may not directly supervise faculty or staff members who have submitted proposals.

**Proposal review and selection criteria by award type**

The Principal Investigator/Project Director should thoroughly address each of the following criteria. These criteria will be used to evaluate all proposals, excluding those proposals that do not meet the submission guidelines.

- **Significance of the problem or need:** What evidence supports the scope and magnitude of the community need being addressed? Has the partner organization documented this need, and if so what does the evidence suggest? In what ways does this project address this need?

- **Advancement of Vision 2015 goals:** Which of the Vision 2015 goals will be advanced by this project? See Appendix I for a list of Vision 2015 goals.

- **Alignment with NKU’s commitment to public engagement:** NKU’s commitment to public engagement is institutionalized in the university’s mission, strategic plan, core values, faculty handbook, and accreditation precepts. Academic public engagement at NKU includes the scholarship of engagement involving the use and efficacy of public engagement in the classroom. It also includes service learning and applied research related to community issues, policies, public or non-profit services. Non-academic public engagement encompasses a wide range of activities and projects that connect campus and community, such as public forums and volunteer experiences. Proposed UCP projects should include academic public engagement as the central component.

- **Partnership potential:** Is the proposed partnership likely to be successful in producing the desired outcomes? Are the project outcomes expected to strengthen or inform the development of the partner agency and/or its program array?

- **Community impact:** What significant outcomes and implications does this project have for the larger community? How many people will be affected by it, in what ways, and over what period of time? Would they occur without university support for this project?

- **Student involvement:** To what extent will NKU students be engaged in the project, and will their participation be a significant learning opportunity?
- **Realistic budget**: Has the proposed budget been reviewed and approved by the NKU Office of Research, Grants & Contracts? Does the proposed budget include and document everything that appears to be needed to successfully complete the project? Are the projected costs appropriate?

- **Realistic timeline**: Is the timeline sufficiently detailed and realistic to suggest that the project can be successfully completed as planned in the time specified?

- **Commitment of resources**: Is there an appropriate and sufficient commitment of resources (e.g., personnel, services, facilities, in-kind contributions) from the community partner(s) to consider this project a true partnership. Do others in the community or the university value and support this project? Match from a community partner is required, and it strengthens the application.

- **Evaluating and measuring the project’s impact**: How will the project’s outcomes be measured? Are there adequate plans for this measurement and for reporting and disseminating the results?

- **Sustainability**: How will this project provide continuous benefits for the community or agency that partners in the project?

- **Scholarly outcomes or follow-up**: Does this project lend itself to scholarly publications and/or presentations by the faculty or students who participate in it? What, if any, plans have been made for this type of scholarly follow-up?

The committee will prepare a rank-ordered list of the proposals it is recommending for funding, indicating the level of funding recommended and the reasons for it. The committee will also prepare summary statements that will be shared with the applicants of non-recommended proposals explaining why their proposals were not funded. The committee’s recommendations and its explanations regarding the non-recommended proposals will then be submitted to the Provost, who makes the final funding decisions.

**Proposal requirements**

Use the following table as a checklist to ensure that all requirements are included in the final submittal packet. Proposals that do not follow these requirements will not be considered for review.

For all text documents, use a minimum 11 point type (Times New Roman or Arial preferred), one-inch margins, single spacing, and with pagination.

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<th>Done?</th>
<th>Component</th>
<th>Description</th>
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<tr>
<td>Proposal Narrative</td>
<td>A proposal narrative of no more than 8 <strong>pages</strong> (excluding Appendices) that addresses all of the following elements. Appendices are not included in this 8-page limit. The proposal narrative must include the following:</td>
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<tr>
<td>a. Problem or needs statement</td>
<td>Provide a clear description of the community that will be served by the project and a detailed statement of the problem or need along with empirical evidence that supports the statements and claims made in this section.</td>
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<td>b. Goals and objectives</td>
<td>State the goals and objectives of the project in measurable terms that will allow them to be assessed during the evaluation stage.</td>
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<td>c. Advancement of Vision 2015 goals</td>
<td>Identify the Vision 2015 goal(s) served by this project and explain how/why the project contributes to furthering the goal(s).</td>
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<td>d. Alignment with NKU’s commitment to public engagement</td>
<td>Explain how this project further supports NKU’s commitment to public engagement.</td>
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<td>e. Partnership</td>
<td>Provide a thorough description of each partner and explain the partner’s commitment and/or motivation regarding the successful completion of the project. [Note: a letter of commitment from each partner must be included in the Appendix.] Describe any prior involvement the partner has had with you and/or the situation/need being addressed by the project, and cite evidence that the partnership will be productive. If there is any potential conflict of interest or even the perception of a conflict of interest regarding the partnership, thoroughly explain it and describe how it will be managed.</td>
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<td>f. Project description</td>
<td>Provide a brief project overview followed by a more detailed work plan that can be easily linked to the timeline included in the appendix. Describe the respective roles of each partner and note any preliminary groundwork or progress that has already been made by that partner working alone and/or by the entire project team. Explain the reasons for choosing the model or method proposed for addressing the problem/need.</td>
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<td>g. Personnel</td>
<td>Identify and provide background information about all personnel – whether from NKU or from the community partner(s) - who will be involved in the project. Include their relevant experience and qualifications for this project, and explain the extent of their time commitments and responsibilities. [Note: NKU faculty members who are project directors or co-directors must include CVs in the Appendix. See below for instructions.]</td>
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<td>h. Student involvement</td>
<td>Explain the role NKU students will play in planning or implementing the project. Specify how many students will participate, how they will be selected, how they will be compensated (e.g., hourly pay, stipend for research, or course credit), how they will benefit from their involvement, and how their learning related to this project will be assessed. If known, include the name of the student(s).</td>
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### i. Sustainability:
How will this project provide continuous benefits for the community or agency that partners in the project? If the project itself or its outcomes are expected to continue after the initial funding has expired, explain how it will be sustained. If the project is expected to result in opportunities for additional or alternate funding describe the anticipated funding opportunities and the plans for obtaining those funds. If the partners have determined that it is not necessary to sustain this project beyond its initial funding, describe how and in what ways its impact will be long-lasting.

### j. Project outcomes:
Describe the specific outcomes anticipated from this project. If there are specific deliverables, describe them. Also describe the scholarly output such as publications, presentations, and grant applications that are likely to result from this project and explain how what is learned will be disseminated.

### k. Evaluation:
Describe evaluation plans for this project and explain how this evaluation will relate to and measure the project’s success in meeting its stated goals and objectives.

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<th>Component</th>
<th>Description</th>
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<tr>
<td>Appendices</td>
<td>Appendices are not considered part of the proposal narrative, but are an integral part of the proposal. The Appendices must be submitted at the same time as the proposal narrative. There is no page limit on the Appendices.</td>
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<tr>
<td>a. Timeline</td>
<td>Provide a detailed timeline reflecting all major steps, deadlines, and completion dates from the project’s inception through its final evaluation.</td>
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<td>b. Budget and Budget Narrative</td>
<td>With assistance from the RGC, complete a budget identifying all resources required to complete the project using the attached budget form (see Appendix II). Contact Betsy Kerlin in the RGC (AC 616, X5166), who will assist with budget development. All budgets must be submitted to the RGC no later than March 19, 2012. Budgets must be reviewed and approved by the RGC office to insure they are consistent with University policies and that all costs are properly calculated. RGC is required to sign the proposal cover page. The budget form should be submitted along with a budget narrative, which lists the proposed expenditures, provides a rationale for the expenditures, and explains how the costs were calculated.</td>
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### Budget Guidelines & Instructions
Proposals may request up to $25,000 (for a total period of up to two years) from the available funding pool.

Funds may be used for:
- NKU faculty summer salary and associated fringe
- Academic year course replacement costs covering the estimated cost to hire an adjunct (but not for actual NKU faculty academic year salary/fringe course release costs)
- NKU student assistants / student researchers
• NKU professional staff salary replacement (with a maximum of 5% allowable during a calendar year)
• Travel
• Operating costs such as supplies, workshop expenses, etc.
• Participant costs
• Equipment (single items >$5,000 with a useful life of >1 year)

The Principal Investigator’s home department will receive $1,000 for indirect costs covering the total project. These funds can be used towards general department administrative support and clerical tasks associated with the grant initiative.

Unallowable expenses include:

• Faculty extra compensation during the academic year
• Faculty academic year salary/fringe course release costs
• Professional staff extra compensation during the calendar year
• Funds to cover administrative support or clerical tasks. The PI’s home department will receive $1,000 for indirect costs; it is expected that these funds be used for needed administrative support.

Match from an NKU source (College, Department, or Center) is not required.

Match from community partners is required as a demonstration of collaboration. The extent and type of match contribution provided by the community partner(s) will vary depending upon the nature of the project and the available resources and talents of the partner(s). Partners with strong financial resources may be expected to contribute direct cash funding. Other types of in-kind contributions may include items such as personnel, services, or use of facilities.

All tangible items and materials purchased with UCP grant funds remain the property of NKU.

All purchases with UCP award funds must conform to NKU policies set by the Procurement Office.

Funds will be available beginning July 1, 2012, and must be expended no later than June 30, 2014. All unused funds will revert to the UCP award funding pool.

The UCP award will not cover costs incurred prior to the submittal of the UCP proposal request.

UCP awards cannot be transferred to another faculty member without permission from the Associate Provost for Research, Graduate Studies and Regional Stewardship.
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| **c.** **Partner's letter of commitment:** Each non-NKU partner must submit a written letter of commitment, signed by an appropriate officer of the organization, which concurs with the details of the project outline in the proposal, specifically documents the resources that will be provided by that partner, and confirms the partner’s role in completing the project. [Note: the final report will require an additional written statement from each partner confirming its participation in the project and listing the actual resources it expended in completing the project.]
| **d.** **Curriculum vitae:** An abbreviated CV (maximum of 5-pages). A CV is required of the faculty member(s) submitting the proposal and any other NKU faculty or staff members who will have substantial roles in completing the project.
| **e.** **Confirmation of Research Compliance Policies:** If the proposed project involves human subjects, animals, use of recombinant DNA, biological toxins, microorganisms and/or infectious agents, then the faculty must sign and include the attached Research Compliance Statement within the submittal packet.
| **f.** Partners that are non-profits are required to provide proof of their 501 (c) (3) status.
| **g.** **Other appendices:** Depending on the project and partners, additional appendices may be included. They could, for instance, include additional information about one or more of the partnering organizations, table(s) of organization, or biographical information about key staff members. This section should not be used to supplement information that should appear in the proposal narrative.
Proposal submission

Proposals must include all elements specified in the Proposal Requirements section above.

All elements (including partner’s letters of commitment) must be submitted at the same time as part of a single package.

To be considered complete, the original Proposal Cover Sheet must be signed by all relevant parties. Include 8 paper copies of the proposal in addition to the original. All appendices and one electronic copy (with or without appendices) must be submitted before 4 p.m. on March 30, 2012.

- The 8 paper copies plus the original, whether personally delivered or sent by campus mail must be received in the Office of the Associate Provost for Research, Graduate Studies and Regional Stewardship (724 Administrative Center) before 4 p.m. on March 30, 2012.

- The electronic version of the proposal in PDF file format should be emailed to hillardj1@nku.edu by 4 p.m. on March 30, 2012.

Proposals that are incomplete or submitted after 4 p.m. March 30 will not be submitted to committee for review.
**Stipulated requirements of accepting an award**

By submitting a UCP proposal, faculty members are acknowledging their willingness to comply with the following reporting/submission requirements if they receive an award:

- An annual progress report (not to exceed 3 pages) will be submitted by all recipients by 4 p.m. June 1, 2013 to the Office of the Associate Provost for Research, Graduate Studies and Regional Stewardship (see Appendix III.)

- A written final report will be prepared and delivered to the community partner(s) and the Office of the Associate Provost for Research, Graduate Studies and Regional Stewardship within 30 days of the end of the project. This report shall detail the project, its methodology, actual expenses, evaluation procedures, outcomes, and any recommendations for future action (see Appendix IV.)

- Copies of any and all published or otherwise disseminated papers or reports about the project are to be submitted to the Office of the Associate Provost for Research, Graduate Studies and Regional Stewardship.

- All papers and reports about the project, whether published or unpublished, must carry a notation on the first page and/or title page indicating that it was “Funded by a University-Community Partnership Award from Northern Kentucky University.”

- All public engagement that results from this UCP award should be reported by the faculty recipient in Digital Measures, NKU’s system for tracking public engagement activities.

- Any service learning classes that result from this award must be submitted to the Scripps Howard Center for Civic Engagement at least one month prior to the start of class.

**For questions or further information, contact:**

Jan Hillard  
Associate Provost for Research, Graduate Studies and Regional Stewardship  
724 Lucas Administrative Center  
(859) 572-7567  hillardj1@nku.edu
PROPOSAL COVER SHEET

Proposal for a 2012 University-Community Partnership Grant Award

Project title: __________________________________________________________

Project start date: ________________  Project end date: ________________

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<tr>
<th>Budget Summary</th>
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<th>In-Kind</th>
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<tr>
<td>UCP award funding</td>
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<tr>
<td>Funding from other NKU sources</td>
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<tr>
<td>Contribution from partner(s)</td>
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<tr>
<td>Contributions from other source(s)</td>
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<td><strong>TOTAL</strong></td>
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Principal Investigator / Project Director(s) information: (Attach an additional page for additional faculty.)

Name: _______________________________  Phone: ____________________

Title/Dept: ___________________________  E-mail: ____________________

Community partner(s) information: (Attach an additional page for additional partners.)

Agency: _______________________________  Phone: ____________________

Contact person: _________________________  E-mail: ____________________

Department Chair’s endorsement: (Comments are welcomed on a separate page.)

Printed name: __________________________

Signature: _____________________________  Date: ______________

Dean’s endorsement: (Comments are welcomed on a separate page.)

Printed name: __________________________

Signature: _____________________________  Date: ______________

Budget approval: (NKU Research, Grants & Contracts Office)

Signature: _____________________________  Date: ______________
RESEARCH COMPLIANCE STATEMENT
(Principal Investigator completes if applicable)

I have read and understand the applicable NKU research compliance policies that pertain to my proposed University-Community Partnership proposal (Institutional Review Board - Human Subject IRB; Institutional Animal Care and Use Committee IACUC; Institutional Biosafety Committee IBC).

Information available at http://rgc.nku.edu/irb/index.php

I will abide by these policies and will complete the appropriate paperwork before starting my project. If my proposed University-Community Partnership project is awarded, I will not begin my project or spend any funds until I receive approval from the appropriate NKU compliance committee.

Name: ____________________________ Phone: _____________
(Signature)

Title/Dept: ____________________________ E-mail: _____________
Appendix I

Vision 2015 Goals

http://www.vision2015.org/

Competitive Economy
- The Northern Kentucky region will reinvent its economy and create new jobs that ensure continued growth and prosperity.

Educational Excellence
- Our educational system will promote talent and innovation and prepare children and adults to successfully compete in the global knowledge-based economy.

Livable Communities
- All Northern Kentucky residents will have the opportunity to access and fully participate in the civic, cultural, and social life of the community.

Urban Renaissance
- The urban center of the region will leverage its unique assets to add economic and social value to the community and to make the region more competitive in the global economy.

Effective Governance
- Local government will enhance the economic competitiveness of the region by ensuring that high-quality public services are efficiently provided.

Regional Stewardship
- Our communities leaders and citizens are collaborating and working together to achieve a shared vision of our future.
See Excel spreadsheet file, which was a part of the 2012 UCP Request For Proposal (RFP) instructions.
Appendix III

Year One Summary Report

The annual report should include:

Title of Grant:
Type of UCP Grant:
Principal Investigator:

Key Points to include:

1. Completed elements of the project to date
2. Difficulties or unanticipated hurdles encountered
3. Plans to address these difficulties or hurdles
4. Evaluation of student participation and involvement to date
5. Evaluation of community partnership to date
6. Overall evaluation of the project to date
7. Attach any papers, academic publications, press articles and releases, or other materials that document the project and its outcomes.
Appendix IV
Final Report

The final report should include:

Title of Grant:
Type of UCP Grant:
Principal Investigator:

Key Points to include:

1. General and specific outcomes of the grant
2. Completed elements of the project, elements not able to complete and why
3. Evaluation of the community partnership(s), strengths and challenges encountered, lessons learned.
4. Evaluation of student participation and involvement, including hurdles encountered, lesson learned.
5. Applied research generated by the grant
6. A list of the public engagement that resulted (e.g., service learning classes, independent studies, student research, faculty research). Include a statement indicating that this public engagement information was reported in Digital Measures, NKU’s system for tracking public engagement activities.
7. Additional steps needed to insure effective implementation of the project over time
8. Will the outcomes of the project be sustainable? What needs to happen to ensure sustainability?
9. Attach any papers, academic publications, press articles and releases, or other materials that document the project and its outcomes.