Request for Proposals

Northern Kentucky University

2011 University-Community Partnership Awards:

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

April 29, 2011, 4 p.m.

Note: The budget request portion of award proposals must be submitted to the Office of Research, Grants, and Contracts prior to proposal submission to the Associate Provost for Research, Graduate Studies and Regional Stewardship. Budgets must be submitted for review by the Office of Research, Grants, and Contracts no later than April 19, 2011.

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 nonprofit organizations 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.

Please Note: Faculty may only submit one proposal for the University Community Partnership Awards in a given year. This policy is designed to encourage a greater number of proposals and to make awards across a larger number of faculty.

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
- directly benefits the community and its capacity to address ongoing concerns
- advances the University’s mission of regional stewardship
- advances one of the six goals of Vision 2015, 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
- impact 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
- technical assistance that uses faculty expertise to address a community problem
- attempts to address community needs at a systemic level and create a framework for action, process, or service that will continue beyond the life of the award.

University-Community Partnership Awards may request a maximum of $15,000 per proposal.

Proposals chosen for funding for will clearly reflect a mutually beneficial partnership that enriches and expands the learning/discovery functions of the university while enhancing the community’s capacity to address the challenges it confronts. The university is not interested in assuming primary responsibility for solving community problems; it is trying to help communities develop their own problem-solving capacities.
Community partners

Proposals require clear evidence of strong commitment from at least one community partner who will be directly involved in the project; however additional community partners are encouraged to be included. Partners may be government or community agencies, businesses, foundations, or volunteer organizations including, but not limited to, schools or school districts, government agencies, health care providers, social service agencies, and others committed to improving some aspect of life in the region. Partners that are nonprofit organizations may be required to provide proof of their 501 (c) (3) status. By funding these awards, the University commits to funding personnel (faculty, staff, and/or students) and operational costs, as its contribution to the partnership.

- Match from an NKU source (College, Department or Center) is not required. However 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 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. Failure to provide a letter of commitment from each community partner will remove it from consideration for funding.

Student participation

Consistent with NKU’s learner-centered mission, the UCP grant requires NKU student participation. Proposals that do not provide any opportunity for NKU students to participate will not be funded. Student participation must be integral to the project’s objectives and must provide a meaningful learning experience. 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 project. This UCP grant does not provide funding to develop a service learning class. This support is available from the Scripps Howard Center.

Eligibility

All tenured and tenure-track faculty who will be full-time employees at NKU during the 2011-12 academic year and who have secured a community partner committed to the proposed project 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 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.
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, 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

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.

- **Soundness:** Does the proposal clearly address a demonstrated and compelling community need? Are the project goals clearly defined in terms of the community need? Can the scope of work be completed in a two year time period? Is a project timetable included?

- **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 their evidence suggest? In what ways does this project impact this need? What are the expected outcomes of the project and how will they inform the work of the community partner?

- **Advancement of Vision 2015 goals:** Which of the Vision 2015 goals will be advanced by this project?

- **Alignment with strategic objectives:** Which of NKU’s strategic objectives are reflected in this project?

- **Potential of the partnership:** 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 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? How significant are these impacts, and 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?

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

- **Support for the project:** 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? Recall, match is not required. However, a match component from a community partner may strengthen the possibility of award.
Measuring the project’s impact: To what extent, and in what ways, will the project’s outcomes be measurable? Are there adequate plans for this measurement and for reporting and disseminating the results of the project and its impacts?

Sustainability: To what extent does this project offer on-going benefits to the community?

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?

After consideration of the proposals in light of these criteria, the committee will prepare a rank-ordered list of the proposals it is recommending for funding, indicating the level of funding that is recommended and the reasons for it. The committee will also prepare short, summary statements that will ultimately be shared with the applicants of non-recommended proposals explaining why their proposals were not recommended for funding at this time. 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

Proposals may request up to $15,000 from the available funding pool. Funds may be used for faculty summer salary/fringe, academic year course replacement costs (e.g., the estimated cost to hire an adjunct but not for actual faculty academic year salary/fringe release cost), travel, supplies, professional development, or student assistants/researchers. The principal investigator’s home department will receive $1000 for indirect costs. Funds will be available beginning July 1, 2011 and must be expended no later than June 30, 2013.

1. A cover page, using the form that appears as the last page of this RFP, signed by the department chair(s) and college dean(s) of the submitting faculty member(s) and by the Office of Research, Grants & Contracts.

2. An abstract or executive summary of 150 words or less.

3. A table of contents listing each section of the proposal, including each appendix and the page number on which it begins.

4. A proposal narrative of no more than 8 pages (excluding Appendices) that addresses all of the following elements. Appendices are not included in this limit. The narrative will include the following
   a. Problem or needs statement: 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.
   b. Goals and objectives: State the goals and objectives of the project in measurable terms that will allow them to be assessed during the evaluation stage.
   c. Advancement of Vision 2015 goals: Identify the Vision 2015 goal(s) served by this project and explain how/why the project contributes to furthering the goal(s).
   d. Alignment with strategic objectives: Identify the NKU strategic objective(s) served by this project and explain how/why the project contributes to achieving the objective(s).
   e. Partnership: 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.

f. **Project description:** 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.

g. **Personnel:** 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.]

h. **Student involvement:** 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.

i. **Sustainability:** 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.

5. Appendices are not considered part of the proposal narrative (maximum of 8 pages), but they are an integral part of the proposal and must be submitted at the same time as the narrative section. There is no page limitation on the Appendices.

a. **Timeline:** Provide a detailed timeline reflecting all major steps, deadlines, and completion dates from the project’s inception through its final evaluation.

b. **Budget and Budget Narrative:** Provide a complete budget identifying all resources required to complete the project using the attached budget form supplied by the NKU Office of Research, Grants & Contracts (see Appendix II). **Budgets must be reviewed and approved by the Office of Research, Grants, and Contracts (RGC) to insure they are consistent with University policies regarding expenses, reimbursement, and supplemental income, that the costs are projected in appropriate ways, and that indirect costs are properly calculated.**
principal investigator’s home department will receive $1000 indirect costs. 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. Please contact Phil Godel in the RGC (AC 616, X6515) who will coordinate assistance in developing the budget. All budgets must be submitted to the Office of Research, Grants, and Contracts no later than April 19, 2011.

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 of NKU faculty: A complete CV is required of the faculty member(s) submitting the proposal and any other NKU faculty members who will have substantial roles in completing the project.

e. 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, biographical information about key staff members, or documentation of 501(c) (3) status. 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 must be submitted at the same time as part of a single package. Commitment letters may not be submitted separately.

To be considered complete, 8 paper copies of the proposal with a signed PROPOSAL COVER SHEET (see attached), all appendices and one electronic copy (with or without appendices) must be submitted before 4 p.m. on April 29, 2011.

- The 8 paper copies, 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 April 29, 2011.
- The electronic version of the proposal in MS Word format may be emailed to hilldj1@nku.edu by 4 p.m. on April 29, 2011.

Proposals that are incomplete or submitted after 4 p.m. April 29, 2011 will be excluded from consideration for funding.
Stipulated requirements of accepting an award

By submitting a University-Community Partnership Award 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 for all recipients by 4 p.m. June 1, 2012 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.”

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

Updated: 3/10/2011
PROPOSAL FOR A 2011 UNIVERSITY COMMUNITY PARTNERSHIP GRANT AWARD

COVER SHEET

Project title: ____________________________________________________________

Project start date: _______________ Project end date: _______________

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<th>Budget Summary</th>
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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 Office of Research, Grants & Contracts)

Signature: ___________________________ Date: __________
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.
Appendix II
Proposed Budget

See Interactive Excel Spreadsheet sent as an attachment with UCP RFP
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. Additional steps needed to insure effective implementation of the project over time
7. Will the outcomes of the project be sustainable? What needs to happen to insure sustainability?
8. Attach any papers, academic publications, press articles and releases, or other materials that document the project and its outcomes.