

**2017-18 Community-Based Research Grants\***  
**Application Deadline: Monday, July 31, 2017**  
**11:59 p.m.**

\*2017-18 Applications will be Community-Based Research Grant Online applications will be available at this link: <https://orce.honors.ucf.edu/community-based-research/>  
\_Faculty Award: up to \$1,200 (*funds will be deposited into department account*)

**Purpose**

The community-based research (CBR) initiation grant supports proposals that represent collaborative partnerships among community partner, students, and faculty teams. Projects should advance the development of community partner capacity, student integrative learning through the high-impact practice of undergraduate research, and facilitate the evolution of faculty scholarly identity as it relates to community-identified needs. The goal of this community-based research grant is to support the agenda of each team member while simultaneously grounding the process in mutual development of all three entities.

We seek projects that demonstrate *community-engagement*, as defined by Carnegie “a collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.”<sup>1</sup> Preference will be given to proposals that:

- (1) Exemplify collaborative, reciprocal processes that recognize, respect, and value the knowledge, perspective, and resources shared among partners
- (2) Serve a public purpose (as identified by the community member), builds the capacity of each of the individuals, groups, and organizations involved to understand and collaboratively address issues of public concern

**Criteria for Eligibility**

Applicants can be from any academic discipline or community agency (including non-profits, schools, and government agencies). All UCF full-time faculty members are eligible. Students can have part-time or full-time undergraduate status, and may pursue academic credit for some aspect of their research. ALL teams must have at least one faculty member and one community partner. The team should be a class-based project. The primary faculty member must have access to departmental state funds into which the grant can be deposited.

**Criteria for Evaluation**

Applications will be reviewed based on the quality of the community-engaged research proposal. Acceptable proposals include:

- (1) Research questions that originate from a need for information to address specific community-based interest, support faculty scholarship identity, and when possible are identified through relationships with community partners.
- (2) Community partners, students and faculty members as participants in *all* stages of the research process.
- (3) Analysis of the causes of community identified topics and offer team-based strategies for change.
- (4) Dissemination of results to the community/agency involved in the study, as well as to the UCF and greater academic communities.
- (5) Clearly articulated student learning outcomes.

**Funding**

***Project Award:*** up to \$1,200 in requested research project awards will be transferred to the faculty member department’s **state fund** for research support of additional student support upon proposal acceptance. These funds cannot be used to pay the faculty member. All funds must be spent by June 30, 2018.

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<sup>1</sup> (Carnegie Community Engagement Classification , 2016)

### **Submission and Notification Procedure:**

Applicants should submit the following materials electronically.

1. **Title Sheet** (1 page)
  - a. Names, titles, and contact information for all research team members
  - b. Title of research project
  - c. Statement of whether research requires IRB approval. If so, please provide the IRB protocol number *or* when you plan to submit your IRB.
2. **Project Narrative** (max. 4 pages, single-spaced) (*It is acceptable to paste info from a UCF application*)
  - a. Title of research project
  - b. Research question(s)
    - Address the specific aims of the study
  - c. Background and Significance
    - Explain how this study advances disciplinary scholarship, as well as community- identified interests
  - d. Research Design and Methods
    - i. Describe the research strategy and the methods the team will use.
    - ii. Explain why this particular research strategy is the most appropriate way to answer the proposed research question.
    - iii. Include relevant literature and citations on methodologies to provide the review team with adequate grounding in the research strategy proposed.
  - e. Roles of Research Team
    - i. Faculty member(s) – what activities and responsibilities are expected?
    - ii. Community partner(s) - what activities and responsibilities are expected?
    - iii. Undergraduate student(s) - what activities and responsibilities are expected?
  - f. Project Timeline
    - Reports and presentations are due to by May 30, 2018. What activities and products do you expect to have completed by then? What activities and products will be completed or presented after May 30, 2018?
  - g. Budget
    - i. Faculty Research Support Requested
    - ii. Justification of the award amounts
  - h. Demonstrated Outcomes
    - v. How will the proposed research enhance understanding or performance of the community partner/agency?
    - vi. How will impact of the research on the community be assessed? Or, how will you know that the research has been useful? When will evaluation or assessment take place?
    - vii. How will the proposed research advance understanding of the faculty member(s) scholarly identity, development of community partner capacity, and student learning through the high impact practice of undergraduate research?
    - viii. How will the proposed research contribute to the students' academic development?
    - ix. How will findings be disseminated to the community/agency and academic disciplines?

### **3. Completed applications should be uploaded using the following link:**

<https://cmt3.research.microsoft.com/LHIL2018/Submission/Manage> by 11:59 p.m. on Monday, July 31, 2017.

The CBR grant selection committee will assess applications.

The faculty partner on the CBR team will be notified of funding status in by August 11, 2017.

### **Expectations of Funded Research Teams**

Participation in relevant professional development events sponsored by Office of Research and Community Engagement (ORCE) located in The Burnett Honors College.

Research team presents study results at the Community-Based Research Presentations in May 2018, date TBD.

Undergraduate researchers must at the Showcase of Undergraduate Research Excellence Conference in April 2018.

\*Faculty may designate students to present.

Research team must submit an electronic report of the study's findings by May 30, 2018

All members of the research team must complete an evaluation of the CBR grant program.

### **Desired Outcomes**

There are numerous outcomes of community-based research that result in benefits to faculty members, community partners, and students. A few highlights of desired outcomes for stakeholders include:

#### **Faculty:**

- Enhanced relationships with community partner.
- Growth in scholarly identity around engaged teaching, research, and public service.
- Professional development through shared learning.

#### **Community Partners:**

- Support of agency's mission and goals.
- Fulfillment of valuable needs and increased organizational capacity.
- Expansion of visibility and constituency base through collaboration with the University.

#### **Students:**

- Improved research, writing, and analytical skills.
- Enhanced understanding of local and societal issues within a global context.
- Gains experience in teamwork, service, and community leadership.
- Develops awareness of civic identity.

## *Signature Page for Community-Based Research Grant Funding*

|                               |                                  |                              |  |
|-------------------------------|----------------------------------|------------------------------|--|
| <b>Primary Faculty Member</b> | <i>print:</i> _____              | <i>signature:</i> _____      |  |
|                               | <b>Department/Program:</b> _____ | <b>Title/Position:</b> _____ |  |

**Financial Agreement:**

1. The Research Team Faculty Member (RTFM) identified above agrees to act as the primary contact for ORCE.
2. The RTFM’s department will receive up to a \$1,200 research award transferred to a state university fund within an operational account.

**Responsibilities of Research Team Faculty Member(s)**

1. In conjunction with the community partner(s) and students(s), the RTFM will design, implement, and report on the community-based research project identified in the research proposal submitted to ORCE.
2. Community partner(s) and student(s) will participate in all stages of the research project (as appropriate and identified in the proposal).
3. Disseminate knowledge gained and findings to all partners.
4. Provide students on the research team with opportunities to acquire knowledge and skills for research and active civic engagement.
5. A written report must be filed with ORCE on or before May 30, 2018 when the study is completed as outlined in the proposal. Content must include: Executive summary, Background/Significance of the Study, Purpose of Study, Research Questions, Research Strategy/Methods, Findings, Implications/Recommendations, and Protocols (unless otherwise agreed upon by the researchers and ORCE).
6. A final PowerPoint presentation, with handouts, will be scheduled by ORCE in May 30, 2018.
7. The final PowerPoint and report may be posted to the ORCE website in the Community-Based Research section (unless otherwise agreed upon by the researchers and ORCE).
8. If any of the following occurs, the RTFM’s department will forfeit his/her award and may owe ORCE up to \$1,200, payable before June 1, 2018: Research is not conducted; a final report is not submitted; and/or a final presentation is not made.

**Approvals:**

|                                  |                                |                      |
|----------------------------------|--------------------------------|----------------------|
| <b>I. Department Chair/Head:</b> |                                |                      |
| _____<br><i>Signature</i>        | _____<br><i>name – printed</i> | _____<br><i>date</i> |

|                                 |                                |                      |
|---------------------------------|--------------------------------|----------------------|
| <b>II. College/School Dean:</b> |                                |                      |
| _____<br><i>Signature</i>       | _____<br><i>name – printed</i> | _____<br><i>date</i> |

## *Signature Page for 2017-2018 Community-Based Research Grant*

### **Evaluation Criteria for Funded Research Teams**

Funded community-based research projects must include:

1. Research questions that originate from a need for information to address specific community-based interest, support faculty scholarship identity, and when possible are identified through relationships with community partners.
2. Community partners, students and faculty members as participants in *all* stages of the research process.
3. Analysis of the causes of community identified topics and team-based strategies for change.
4. Dissemination of results to the community/agency involved in the study, as well as to the UCF and greater academic communities.
5. Clearly articulated student-learning outcomes.

### **Expectations of Funded Research Teams**

1. Research team participates in Community-Based Research Network Brown Bag lunches
2. Research team presents study results at the Community-Based Research Presentations in May 2018, exact date TBD.
3. Undergraduate researchers must at the Showcase of Undergraduate Research Excellence Conference in April 2018.  
\*Faculty may designate students to present.
4. Research team must submit an electronic report of the study's findings by May 30, 2018.
5. **All** members of the research team must complete an evaluation of the CBR grant program.

*All members with the exception of the undergraduate class must sign in agreement to active membership on Community-Based Research Team as outlined above. Signatures may be sent via e-mail from team members in lieu of signing this document.*

|                                |                                  |                              |
|--------------------------------|----------------------------------|------------------------------|
| <b>Primary Faculty Member:</b> | <i>print:</i> _____              | <i>signature:</i> _____      |
|                                | <b>Department/Program:</b> _____ | <b>Title/Position:</b> _____ |
| <b>Community Partner:</b>      | <i>print:</i> _____              | <i>signature:</i> _____      |
|                                | <b>Agency:</b> _____             | <b>Title/Position:</b> _____ |

*Please add any additional names and signatures below, if appropriate.*

|                           |                                  |                              |
|---------------------------|----------------------------------|------------------------------|
| <b>Faculty Member:</b>    | <i>print:</i> _____              | <i>signature:</i> _____      |
|                           | <b>Department/Program:</b> _____ | <b>Title/Position:</b> _____ |
| <b>Community Partner:</b> | <i>print:</i> _____              | <i>signature:</i> _____      |
|                           | <b>Agency:</b> _____             | <b>Title/Position:</b> _____ |