

# STUDENT & COMMUNITY ENGAGEMENT AWARDS RFP - AY 2024-2025

Faculty members in the College of the Sciences and Mathematics are invited to apply for Student and Community Engagement Awards, funds will be available for use during the 2024-2025 fiscal year.

## Important Dates

**Deadline: Friday, October 11, 2024, at 11:59 PM.**

All applications must be submitted to [Qualtrics](#) as a single pdf file, including the cover sheet signed by the applicant and their department chair. Email submissions will not be accepted.

Award notifications will be sent to the applicant's WCU email address the week of October 28<sup>th</sup>, 2024.

Funding must be used by June 2, 2025, without exception.

## Program Purpose, Eligibility, and Scope

### Purpose

Funds are being made available to faculty in CSM to support projects that increase student engagement through experiential, high-impact learning opportunities and projects that build connections with campus and/or community partners. This funding directly seeks to further the efforts of West Chester University's strategic plan goals of enhancing student learning, advancing DEI, and fostering and sustaining community, as well as the missions of Moon Shot for Equity and the College of the Sciences and Mathematics' Center for STEM Inclusion. The maximum award is \$6,000 per project, which can be used for a variety of purposes, as described below.

### Eligibility

Tenured or tenure-track regular faculty members with an appointment in the College of the Sciences and Mathematics are eligible to apply. Projects involving community organizations, including K-12 schools and community colleges should be accompanied by endorsements from participating organizations. Priority will be given to proposals by applicants who have not received a grant from the dean's office in the previous year and those that demonstrate potential for future external funding.

### Scope

SCEA are funded through a combination of faculty development and operation budget dollars available to the dean of the College of the Sciences and Mathematics. They are synchronized with the fiscal year. Use of funds must comply with relevant PASSHE policies.

The following is a list of activities eligible for funding. This list is meant to spark your thinking; it is not meant to be exhaustive or limiting:

- Faculty professional development funds to design a high-impact learning experience for students.
- Faculty professional development funds to study/analyze an area of concern in a course, pedagogical approach, curriculum design, etc. related to student success.
- Stipends for students to assist with the proposed project during the academic year or summer.
- Funds for equipment, supplies, or other materials for a project that focuses on student success and/or is needed to carry out with a community partners.
- Creating bridges with community organizations, including K-12 schools and community colleges
- Collaborations between academic affairs, student affairs, and/or undergraduate services (e.g., student organizations, residence life, service learning, tutoring).

Priority will be given to proposals for items not typically covered by tech fee. Tech fee applications are accepted through the CSM dean's office every spring.

Team projects and/or proposals submitted jointly across various departments/programs are welcome.

PASSHE has implemented Tax Procedure 2015-6 – Reimbursements for Meals to Employees Who Are Not in Overnight Travel Status. This procedure is consistent with IRS regulations, which state that in order for meals that are reimbursed as travel expenses to be excluded from taxable compensation, employees must be traveling overnight and away from their tax home. (Tax home is the general area of work and not the employee's residence.) The application of this policy means that meal expense reimbursements will be paid via payroll rather than accounts payable and taxed as compensation when the employee is not in overnight travel status. For example, if an employee travels to a sampling site for one day, the cost of the lunch is considered taxable and will be paid to the employee via payroll.

## Reporting and Other Requirements

Grant recipients must submit a 2–3-page final report indicating how well the project accomplished their intended goals. Reports can include an evaluation of students' achievements of proposed outcomes, performances on any assignments or activities related to outcomes, student feedback about their learning and experiences, feedback from campus/community partners and other details regarding programmatic success.

Reports must be submitted within 3 months of completing the project. Failure to submit a report will make grant recipients ineligible for other CSM grants.

Grant recipients agree to serve as mentors to any CSM faculty members who may request guidance during the SCEA application process in subsequent years.

Following completion of their project, grant recipients agree to promote their research via a short video interview/demonstration, recorded by a CSM Student Ambassador and shared on the College's website and social media platforms.

## Application Guidelines

The SCEA program allows faculty to gain valuable experience preparing peer-reviewed grant proposals. Receipt of a Student and Community Engagement Award is a scholarly product that carries merit in the teacher-scholar models of many departments and by tenure and promotion committees. Therefore, the quality of the applications is expected to be commensurate with professional and academic standards. The application for a Student and Community Engagement Award must consist of the following materials:

1. **Narrative Description.** 4 pages, single-spaced, 12-pt font. A narrative description of the proposed project that contains the components listed below must be provided. Parts of the proposal should be labeled, using the topics below as section headings. The evaluation of the proposal will be based, in part, on how the narrative description addresses these topics.
  - a. **Purpose and Significance.** Project purpose, description, and rationale. Describe the purpose of the project, as well as the student and/or community engagement outcomes that will be met by this project. Include a detailed explanation of how you will measure the outcomes of the project.
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  - b. **Budget.** 1 page. Budget components must be itemized as specifically as possible, and expenses must be based on research about relevant costs (e.g., current published airfare and other costs, state per diem rates, equipment costs, maintenance plans, hours, and wage for workers, etc.). Consultation with the department chair and/or dean's office is recommended. A justification for each item must be provided, explaining why the item is needed to complete the project. If certain items or expenses could be covered through other funding streams (e.g., tech fee, department travel budget, startup funds), please justify the cost to SEA. The funds will not be available for use until you have connected (over email, Zoom, phone, or face-to-face) with [Rebecca Grisillo](#) of the CSM dean's office for your pre-award meeting. No purchases will be made until this has occurred and no reimbursements will be processed if this connection has not happened.
2. **Résumé.** 2 pages. Please include relevant qualifications, experience, publications, and applicable research grants.
3. **Letter of Support.** If relevant, include a letter of support from any partner organization, department, program, division, etc.

## Faculty Mentors

The following CSM faculty members are recent SCEA recipients who have kindly agreed to serve as mentors to any applicants who would like guidance with proposal preparation or the SCEA submission process. Mentor contact information is provided below:

Brandon Mitchell, Ph.D.  
 Dept. of Physics & Engineering  
[Bmitchell@wcupa.edu](mailto:Bmitchell@wcupa.edu)

Liu Cui, Ph.D.  
 Dept. of Computer Science  
[LCui@wcupa.edu](mailto:LCui@wcupa.edu)

Elliott Arnold, Ph.D.  
 Dept. of Earth & Space Science  
[TArnold2@wcupa.edu](mailto:TArnold2@wcupa.edu)

## Evaluation & Rubric

### Evaluation

SCEA applications will be evaluated by the CSM Faculty Proposal Review Committee (CSMFPRC) on the quality of the project proposed and the quality of the proposal submitted. Be advised that it can be difficult to evaluate the project's quality if the proposal is not written in a way that clearly addresses all the components required in the narrative description. Below is the rubric that will be used to evaluate the proposal and the project. The rubric corresponds directly with the SEA guidelines, and applicants are encouraged to use it as a guide as they prepare their proposal.

Evaluators will score each proposal in the following categories as excellent, very good, good, fair, or poor. The proposals and ratings will therein be discussed in a panel.

Based on the scores and discussion during the panel, evaluators will then place the proposal in one of the three categories:

- Highly Competitive
- Competitive
- Not Competitive

The recommendations of the CSMFPRC will be taken into consideration by the dean, who will make the final decision on the awards to be made.

### Rubric

	E 5	VG 4	G 3	F 2	P 1
<b>Adherence to Guidelines.</b> The appropriate cover form is used and is filled out completely and correctly. The chair's signature is included. The proposal includes all the components required. Page limits are within guidelines: 4-page narrative; 2-page résumé, 1-page budget.					
<b>Project Narrative.</b> The narrative describes the project outcomes, how the activities will be carried out to achieve them, assessment plan involves direct assessment measures, and how the project meets the University's institutional goals. The proposal can be easily understood by a colleague who is not an expert in the field.					
<b>Budget.</b> The budget components are itemized specifically, and expenses are based on informed estimates that have been appropriately researched. A budget justification for each item is provided, explaining why the item is needed to complete the project.					
<b>Overall Project.</b> The project will advance the student and/or community engagement.					
Total					

E = Excellent VG = Very Good G = Good F = Fair P = Poor

## Dean's Office Contact

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