

Request for Proposals

Northern Kentucky University
2007 University-Community Partnership Grants
For projects starting between May 1 and September 1, 2007

Request issued: October 2, 2006

Deadline for proposal submission:
Thursday, February 1, 2007, 4 p.m.

For further information, contact:

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University-Community Partnership Grants 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 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. Beginning with the 2007 submissions, projects seeking these grants must also link with the directions and goals of Vision 2015. The broad purpose of these grants is to improve the overall quality of life in the metropolitan region while simultaneously enhancing the learning opportunities that are available to NKU students. Up to \$200,000 is made available each year for University-Community Partnership Grants.

This request for proposals seeks project ideas that:

- are consistent with the university's strategy of public engagement,
- advance the strategic directions and goals of Vision 2015,
- involve a partnership between the NKU faculty and an established community organization,
- actively engage students in working with local community concerns,
- address a critical social, educational, health, civic, or economic development need of the region,
- directly benefit the community, and
- increase the community's ability to meet its own on-going and future needs.

Proposals chosen for funding 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. For this reason, projects that simply propose to deliver services to a community are much less likely to be funded than those that will enhance the community's future ability to serve itself.

Proposed projects may include, but are not limited to:

- technical assistance that uses faculty expertise to address a community problem;
- service-learning projects that engage students in community service activities as a part of their academic program;
- 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.

Proposed projects must advance Vision 2015 goals

Vision 2015, a community planning initiative that began in March of 2005, produced a ten-year strategic blueprint for Northern Kentucky that builds upon the Quest Vision launched in 1995. NKU President Dr. James Votruba and A.J. Schaeffer, a local attorney, served as co-chairs of Vision 2015, while a leadership team of nearly 100 representing a cross-section of civic, business and government stakeholders oversaw the process. Five action teams, which included a number of NKU faculty and staff, addressed critical issues facing the region. Six strategic directions emerged as a result of this effort, each sharing one common purpose: To ensure Northern Kentucky is capable of competing in a global economy, with our citizens benefiting from the prosperity and opportunity this creates. NKU will play an important role in the implementation phase of Vision 2015, which will propel our region towards achievement of this goal.

Consequently, proposed projects must advance one or more of following strategic directions or goals as discussed in *Northern Kentucky Vision 2015: Shaping Our Future*. (The report is available in hard copy in the Office of the Associate Provost for Outreach or may be accessed on-line at 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 community's leaders and citizens are collaborating and working together to achieve a shared vision of our future.

Proposed projects should align with NKU's strategic initiatives

Each project should also align with one or more of the following public engagement initiatives cited in *Strengthening Our Capacity to Serve: Northern Kentucky University's 2003-2008 Strategic Agenda*.

- enhance P-12 education through quality pre-service and in-service programs for teachers, partnerships with P-12 schools, summer enrichment programs for youth, and by building in the minds of elementary and middle school students a commitment to postsecondary education;
- support regional economic expansion by preparing well-educated graduates in fields that align with the employment needs in the region, building bridges between the business and university communities, and providing education and training to support economic competitiveness;
- assist and support local government and community decision-making through the application of academic expertise;
- support the local non-profit community by contributing to capacity building;
- sponsor programs and encourage public dialogue to address the critical and sometimes controversial issues facing our community, our nation, and our world;
- expand access to the visual and performing arts, particularly in those communities that have limited access to the arts.

Project scope, timeframe and funding

- Proposals should attempt 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 grant. Their goal should be making a fundamental difference in some aspect of community life, not simply sponsoring a one-time event.
- Funded projects may start between May 1 and Sept. 1 and last no longer than 24 months.
- Funding requests for proposed projects must be between \$15,000 and \$75,000.

Eligibility

All tenured and tenure-track faculty who will be full-time employees of NKU during the 2007-2008 academic year and who have a community partner committed to the project are eligible. Proposals may be submitted by individual faculty members or groups of faculty members.

- Faculty members who submit proposals must actively serve as principal investigators or project directors for the projects they propose and may not "front for" or "sponsor" a proposal 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 completing a project, but they may not be project directors or grant recipients.

Community partners

Proposals require clear evidence of strong commitment from at least one community partner who will be directly involved in the project. 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. Ad hoc groups formed to complete a proposed project do not qualify as community partners and, although they may participate in the project and be necessary for its completion, they will not satisfy the requirement of having a community partner. There must be another, previously-established community partner to satisfy this requirement.

- By funding a University-Community Partnership Grant, the university commits funding and personnel (faculty, staff, and/or students) as its contribution to the partnership.
- The extent and type of 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 of its contributions in a letter of commitment submitted with the grant proposal. Failure to provide a letter of commitment from each community partner will invalidate a proposal and remove it from consideration for funding.

Student participation

Consistent with its core value of being learner-centered, the university requires some level of NKU student participation in all University-Community Partnership Grant projects. The range of student involvement is very wide, as long as that involvement is integral to the project and provides a meaningful learning experience. A project could 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. Proposals which do not provide any opportunity for NKU students to participate will not be funded. However, student opportunities should not be the driving focus of the project. University-Community Partnership Grants are primarily meant to assist the broader community, not to fund learning experiences for NKU students.

Proposal requirements

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 4,000 words that addresses all of the following elements. [Please note: The preferred length is 2,500 to 3,000 words, while the absolute maximum is 4,000 words as determined by the word count function in MS Word. Proposals whose narrative sections exceed 4,000 words will be disqualified from consideration. Appendices are not included in this limit.]
 - 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., money or course credit), how they will benefit from their involvement, and how their learning related to this project will be assessed.

- 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 (e.g., federal grant 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 (and are not included in the 4,000 word maximum length limitation), but they are an integral part of the proposal and must be submitted at the same times as the narrative section. Items a-d are required with all proposals; item e may be needed.
- a. **Timeline:** Provide a detailed timeline reflecting all major steps, deadlines, and completion dates from the project's inception through its final evaluation. Projects must begin between May 1 and September 1, 2007 and end within 24 months.
 - 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 (RGC). Please refer to the detailed budget instructions that accompany that form. 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. RGC staff (AC 616, X5136) is available to assist in developing the budget.

Proposed budgets must be reviewed and approved by the Office of Research, Grants & Contracts to insure they are consistent with university policies regarding expenses, reimbursements and supplemental income, that costs are projected in appropriate ways, and that indirect costs are properly calculated. Once the review has been completed and any necessary changes have been made, the Office of RGC will sign the proposal's cover page. Allow at least five working days for final budget review and approval.

Please note that while RGC staff can assist in developing budgets, that office is unable to provide other assistance or advice with respect to project proposals, and is not otherwise involved in the grant selection process.
 - 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 of more of the partnering organizations, table(s) of organization, biographical information about key staff members, or documentation of 501(c) (3) status.

Examples of proposals that have been successful in receiving funding in recent years may be examined during regular business hours by contacting Molly Tami (X 7631 or tamim1@nku.edu). Very brief descriptions of the projects previously funded are available on the following web site:

http://www.nku.edu/~nkuope/ucp_grants.html

Proposal submission

Proposals must include all elements specified in the *Proposal Requirements* section above, and 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, 16 paper copies of the proposal with appendices **and** one electronic copy (with or without appendices) must be submitted before 4 p.m. on Thursday, February 1, 2007.

- The 16 paper copies, whether personally delivered or sent by mail or courier, must be received in the Office of the Associate Provost for Outreach (818 Administrative Center) before 4 p.m. on Thursday, February 1, 2007.
- The electronic version of the proposal in MS Word format or “rtf” format may be delivered to the Office of the Associate Provost for Outreach (818 Administrative Center) on a floppy disc or CD or may be emailed to tamim1@nku.edu by 4 p.m. on Thursday, February 1, 2007.

Proposals that are not received, are lost in transmission, or are incomplete after 4 p.m. on Thursday, February 1, 2007 will, without further notice and without opportunity to appeal, be excluded from consideration for funding.

Screening committee

Proposals will be reviewed by a twelve-person committee consisting of eight NKU faculty members, two NKU administrators, and two representatives from the community. To avoid any potential conflict of interest, or appearance thereof, 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

After excluding any proposals that do not meet the stated eligibility and submission requirements, the committee will screen the remaining proposals to determine whether their plans are sound and whether the participating faculty have the appropriate expertise to carry out those plans. These are simple yes/no screens and if the answer to either question is “no,” the proposal will not receive further consideration.

- Soundness of the project plan: Does the project plan described in the proposal meaningfully address the stated problem or need? Is there clear and convincing evidence that the project can be successfully implemented? Is it clear that the university is not taking responsibility for resolving the community's problems?
- Faculty expertise: Is there evidence that the faculty members involved in the project have the necessary knowledge and expertise to successfully complete the project, and/or the necessary resources to hire appropriate outside expertise to complement their own contributions?

Proposals which remain under consideration will be evaluated using the following criteria, the first six of which are given double-weight in the assessment process.

- Significance of the problem or need: How serious is the community problem that will be addressed or how significantly will the community benefit from the proposed project?
- Advancement of Vision 2015 goals: Which of the Vision 2015 goals will be advanced by this project? How well and to what extent does this project further these goals?
- Alignment with strategic objectives: Which of NKU's strategic objectives are reflected in this project? How well and to what extent does this project further these objectives?
- Potential of the partnership: Is the proposed partnership likely to be successful in producing the desired outcomes? Do the community partner(s) and the university complement one another in terms of expertise, resources, and interest in the community?
- Community impact: What outcomes and implications does this project have for the 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? Are student outcomes clearly identified and distinguished from community outcomes? Will students be able to cite their participation on their resumes and/or make presentations about it for NKU's annual Celebration of Student Research and Creativity?
- 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 and within the limits established for University-Community Partnership Grants?
- 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 from the community partner(s) to consider this project a true partnership, not merely a university “gift” to the community? Do others in the community or the university value and support this project?

- 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 as opposed to being a "quick fix" solution to a temporary problem? Have adequate plans been developed and documented to ensure that the project will have long term impact?
- 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 due consideration and discussion 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.

Stipulated requirements of accepting a grant

By submitting a University-Community Partnership Grant proposal, faculty members are acknowledging their willingness to comply with the following reporting/submission requirements if they receive a grant:

- Semi-annual progress reports (not to exceed 3 pages) will be submitted on a timely basis to the Office of the Associate Provost for Outreach.
- A written final report will be prepared and delivered to the community partner(s) and the Office of the Associate Provost for Outreach 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. The appendices of this report must include a written summary from each partner specifying the resources it devoted to the project.
- 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 Outreach.
- 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 Grant from Northern Kentucky University."

For questions or further information, contact:

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**PROPOSAL FOR A 2007
UNIVERSITY-COMMUNITY PARTNERSHIP GRANT
NORTHERN KENTUCKY UNIVERSITY**

Project title: _____

Project start date: _____ Project end date: _____

Budget summary:	Cash	In-Kind
UCP Grant funding	_____	--
Funding from other NKU sources	_____	_____
Contributions from partner(s)	_____	_____
From other sources	_____	_____
TOTAL:	_____	_____

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: _____