

**REQUEST FOR CASL
RESEARCH STIPENDS
2011-2012**

*"OUT OF THE CLASSROOM
AND INTO THE COMMUNITY"*



The Citizenship and Service-Learning Research Stipend

The Citizenship and Service-Learning office invites proposals for research stipends that will be of direct service to the community, including community based research involving students. The stipend is a vehicle to accomplish the goals of a metropolitan university. A metropolitan university seeks to be a resource for the community through formal service, special research projects, and interaction with governmental agencies. Service-learning and undergraduate research are powerful tools for the development of educated persons. Research suggests that students engaged in service-learning and/or undergraduate research have higher retention, underscore academic objectives, and stimulate critical thinking.

Competitive proposals enable faculty members to:

- Conduct research combining students in collaboration with community partners to address significant policy issues of local relevance or provide research to community partners to support/address a community need. Preference will be given to faculty who include service-learning students to conduct the research.

OR

- Conduct research on the effectiveness of service-learning as a pedagogy to increase academic learning or commitment to civic life.

AWARDS

Grants of up to \$8,000 are expected to be funded this year. The amount of each grant and the number awarded will depend on the proposals submitted (\$8,000 is the total available for the program). Funds will be transferred to the faculty's department in December, 2011. The final report and budget are due to the CASL office on August 1, 2012. The faculty recipient's department is responsible for reimbursement of 100% of the awarded funds if the final report and budget summary are not submitted to CASL by August 1, 2012.

Acceptable budget items include:

- Faculty support (i.e. reassigned time for research project)
- Graduate student costs (\$8,365 will fund one spring graduate assistant at the highest stipend level [\$4,865] and pay the required spring fees [\$3,500] to the Graduate College)
- Materials, supplies, and services
- Equipment (equipment purchases must be shown to be necessary to the project)
- Travel and registration fees for related conferences

ELIGIBILITY

Funds are available for all full time faculty.

TIMELINE and REVIEW

Proposals are due by 5:00 p.m. October 18, 2011, and will be reviewed by the CASL Research Stipend Committee. The Committee will consist of an Associate Provost, a past CASL Research Stipend recipient, a faculty member with experience and knowledge in service-learning, the CASL Director, and the CASL Program Coordinator. Decisions will be announced by November 11, 2011. Projects must be completed by August 1, 2012.

SELECTION CRITERIA

Grants will be awarded based on:

- Connection to the public affairs mission of the university and the designation as a metropolitan university
- Relevance of projected research to community.
- Uniqueness and creativity of project
- Realistic and workable scope of the project
- Potential for publication and/or presentation
- Investigator's background and experience on the research topic/issue
- Strength of evaluation methodology

APPLICATION

Applicants are asked to submit a proposal that includes:

- a completed cover sheet (use form provided)
- a 100 word abstract
- Project Narrative (4-5 pages, 12 font type, double space)
 1. the project's purpose, design, activities, expected outcomes, and evaluation methods (examples or samples of evaluations or evaluation tools should be included)
 2. implementation timetable
 3. roles of collaborators and/or personnel (both university and/or community partners)

4. expected impact on either the university or community partners
- a completed budget and budget abstract (use forms provided)
 - a letter from community partner if appropriate
 - a 2-3 page vita, emphasizing past work in the proposed area of research and/or service-learning
 - Please review CASL's *Community-Based Research Principles* on page 6 prior to developing your grant proposal.

GRANT REQUIREMENTS

Successful applicants will be required to:

- participate and make a presentation at a CASL event
- submit a final narrative (4-5 pages) by August 1, 2012
- complete a 1-page budget report within 45 days of the end of the project
- serve on CASL Research Stipend Selection Committee for 2012-13

SUBMISSION

Applicants should submit five hard copies of their application packet to:

Donna Hanley
Administrative Assistant II
Citizenship and Service-Learning
PSU 209

AND one digital copy (prior to signatures) in MS Word or as a pdf file should be sent to servicelearning@missouristate.edu

QUESTIONS

Questions may be directed to the Interim Director, Citizenship & Service-Learning at servicelearning@missouristate.edu or 836-5774.

CASL RESEARCH STIPEND PROPOSAL COVER SHEET
(Applicant must provide 5 copies of the application to the CASL office and
one digital copy [prior to signatures] in MS Word or as a .pdf file to
servicelearning@missouristate.edu)

Name _____ Date _____

Department _____

Office phone _____ E-mail _____

Rank _____

Title of Project _____

Expected Duration of Project: Starting Date: _____ Ending Date: _____

Total Budget Request: \$ _____

Applicant's Signature

Faculty Reassigned Time (If Requested): \$ _____ Department Head's initials to show approval of
reassigned time requested _____

College Dean and Department Head Comments on Project: **SPECIFIC COMMENTS BY THE COLLEGE AND DEPARTMENT/SCHOOL ON THE PROPOSED PROJECT ARE EXPECTED AND WILL BE A PART OF THE SELECTION CRITERIA.** Additionally, the faculty recipient's department is responsible for reimbursement of 100% of the awarded funds if the final report and budget summary are not submitted to CASL by August 1, 2012.

Department Head's Statement:

Department Head's Signature

Dean's Statement:

College Dean's Signature

Proposals are due by 5:00 p.m. on October 18, 2011 in the CASL Office, PSU 209.

BUDGET

Requested

Approved

(To be completed by the Committee)

PERSONNEL				
Non-student	\$ _____		\$ _____	
Student	\$ _____		\$ _____	
Graduate Assistantship	\$ _____		\$ _____	
Faculty Reassigned time/ Per-Course replacement	\$ _____		\$ _____	
	SUBTOTAL \$ _____		\$ _____	
EQUIPMENT				
Purchase	\$ _____		\$ _____	
Repair	\$ _____		\$ _____	
	SUBTOTAL \$ _____		\$ _____	
TRAVEL				
In-state	\$ _____		\$ _____	
Out-of-state	\$ _____		\$ _____	
	SUBTOTAL \$ _____		\$ _____	
SUPPLIES				
Copying	\$ _____		\$ _____	
Postage	\$ _____		\$ _____	
Other	\$ _____		\$ _____	
	SUBTOTAL \$ _____		\$ _____	
SERVICES				
Computer	\$ _____		\$ _____	
Library	\$ _____		\$ _____	
Illustration	\$ _____		\$ _____	
Other*	\$ _____		\$ _____	
	SUBTOTAL \$ _____		\$ _____	
TOTAL AMOUNT REQUESTED		\$ _____		
		TOTAL AMOUNT AWARDED		\$ _____

* Please describe in detail what will be included in this category in the Budget Abstract.

A BUDGET ABSTRACT MUST BE INCLUDED EXPLAINING FUNDING REQUESTED.

See reverse side for budget abstract sheet.

BUDGET ABSTRACT

CASL Community-Based Research Principles

Faculty conducting community-based research should be cognizant of reciprocity and community-based research principles.

- Research needs to benefit of the community.
- Community partners should be involved throughout the entire research process including the identification of community needs.
- Research should follow standard IRB procedures.
- The principle of “do no harm” should be upheld at all times.