

2015

## Community-Based Research Mini-Grant Program Request For Proposals 2015-2016

University of Southern Maine

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### Recommended Citation

University of Southern Maine, "Community-Based Research Mini-Grant Program Request For Proposals 2015-2016" (2015). *Maine's Metropolitan University*. 33.  
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# COMMUNITY-BASED RESEARCH MINI-GRANT PROGRAM REQUEST FOR PROPOSALS 2015-2016

FIRST ROUND DEADLINE: OCTOBER 21, 2015  
SECOND ROUND DEADLINE: FEBRUARY 17, 2015\*

*\* Applications will be accepted until all Mini-Grants have been awarded! Apply today!*

The Metropolitan University Initiative will be awarding faculty mini-grants up to **\$5,000** to support community-based research projects, i.e., the application of knowledge through research to the solution of problems confronting today's ever changing and increasingly complex society. The mini-grant program is open to tenured and tenure-track faculty.

Proposals are invited for a wide-range of research activities. All proposals must begin with the identification of a community partner and a specific community need. Proposals must include the following characteristics:

- involves *community-based research*, i.e., a collaborative approach where a faculty researcher and members of an organization work together to define the problem to be examined, co-generate relevant knowledge about the problem, and execute research techniques together
- provides useful research results to our local communities
- includes activities that result in a research paper or creative work submitted for publication

## EXPECTATIONS:

Grantee will be expected to:

- Attend a workshop on Community-Based Research during the fall semester.
- Design a community-based scholarship project following IRB guidelines and procedures.
- Provide a draft of the research paper or creative work to the Metropolitan University Initiative **and** to the community partner.

## AWARD AMOUNT, USE AND GRANT PERIOD:

Mini-grants of up to \$5,000 will be awarded. The grant period is one year from the date of award, but can be extended upon approval of written extension request. Typical uses of mini-grant funds include: research resources (books, journals), supplies, duplication, postage, student assistants, and/or conference travel expenses (conference must be relevant to proposal.) International travel is not allowed with mini-grant funds.

## GRANT SELECTION:

Proposals will be evaluated by a panel of USM faculty and community partners on the following criteria:

- Quality – The proposed research project is scholarly, well designed and enhances the existing body of community based scholarship.
- Impact – The proposal addresses a well-defined community need with specific research outcomes.
- Viability – The proposed research project is viable for implementation in the given time period.
- Appropriate use of funds – The proposed budget supports the development of the research project.

# 2015-2016 MINI-GRANT FOR COMMUNITY-BASED RESEARCH

## Cover Page

**Please email the completed application to Emma Gelsinger <egelsinger@usm.maine.edu>**

**For questions about the proposal or for more information on community-based research, please contact Lynn Kuzma (kuzma@usm.maine.edu).**

Faculty name: \_\_\_\_\_

Office location and telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Rank:                     Professor             Associate Professor             Assistant Professor  
                              Tenured                 Tenure Track

Department(s) and College(s)/Division(s): \_\_\_\_\_

### **Important for Community-Based Research Mini-Grant recipients!**

- 1) Recipients are required to submit a brief summary report **no later than one year from the date of award**. Failure to complete the summary report by the deadline will influence eligibility for future funding opportunities.
- 2) Recipients are also asked to submit one copy of any faculty scholarship or publicity that resulted from your Mini-Grant award.

### **Signature of Department Chair**

As this faculty member's Department Chair, I support this application for the Community-Based Research Mini-Grant program.

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community-Based Research Faculty Applicant

\_\_\_\_\_  
Date

### **Application checklist:**

- \_\_\_ Completed Cover Page with original signatures
- \_\_\_ Completed Application Narrative
- \_\_\_ Completed Budget Worksheet
- \_\_\_ Minimum of one support letter from community partner. A letter emailed to Emma Gelsinger <egelsinger@usm.maine.edu> or a signed hard copy letter will meet this requirement.

**Office of Community Engagement**  
**2015-2016 MINI-GRANT FOR COMMUNITY-BASED RESEARCH**

**Application Narrative**

1. Abstract of the project. (50 words maximum)
2. Identify community partner and community issue to be addressed. (100 words maximum)
3. Describe the goals, design and implementation of the research proposal. What do you and the community partner hope to accomplish and how will you achieve your goals? (3 pages maximum)
4. What is the timeline for the project? (schedule and tasks)
5. What are your plans for publication? Please list likely venues.

**Attachments**

- Budget worksheet to describe the use of mini-grant funds
- Letter from the Community Partner supporting this work. A letter emailed to Emma Gelsinger [egelsinger@usm.maine.edu](mailto:egelsinger@usm.maine.edu) or a signed hard copy letter will meet this requirement.

**Budget Worksheet**

Mini-grant budgets will be funded up to **\$5,000** to cover research-related supplies, services (duplicating, postage, etc.), student assistants, and conference travel. Please provide a brief justification for the requested expenditures. Feel free to contact Lynn Kuzma at [kuzma@usm.main.edu](mailto:kuzma@usm.main.edu) or 207-749-8337 with questions!

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**CBR Mini-Grant Proposed Budget**

**Account Number for Budget Transfer** \_\_\_\_\_  
 (contact your department's administrative support coordinator for this number)

Administrative Support Coordinator name \_\_\_\_\_ phone # \_\_\_\_\_

<u>Category</u>	<u>Justification</u>	<u>Expense</u>	<u>In-Kind</u>
<u>Supplies</u>			
<u>Duplicating</u>			
<u>Postage</u>			
<u>Student Assistant</u>			
<u>Conference Travel</u>			
<u>Other (please be specific)</u>			
	<b>TOTAL</b>		