

**ANNOUNCEMENT**  
**CALL FOR CASL**  
**RESEARCH STIPEND**  
**APPLICATIONS FOR**  
**2014-2015**



**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 \$5,000 are expected to be funded this year. The amount of each grant and the number awarded will depend on the proposals submitted (\$5,000 is the total available for the program). Funds will be transferred to the faculty's department in the fall of 2014. The final report and budget are due to the CASL office on August 1, 2015. 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, 2015.

Acceptable budget items include:

- Faculty support (i.e. reassigned time for research project)
- Graduate student costs (\$8,365 will fund one 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 17, 2014, 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 during the fall 2014 semester. Projects must be completed by August 1, 2015.

## **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 the FCTL Showcase in August 2015
- submit a final narrative (4-5 pages) by August 1, 2015
- complete a 1-page budget report within 45 days of the end of the project
- serve on CASL Research Stipend Selection Committee for 2015-2016.

## **SUBMISSION**

Applicants should submit three (3) hard copies of their application packet to:

Katherine Nordyke  
Director  
Citizenship and Service-Learning  
PSU 131

## **AND**

one digital copy (prior to signatures) in MS Word or as a pdf file should be sent to [KatherineNordyke@missouristate.edu](mailto:KatherineNordyke@missouristate.edu)

## **QUESTIONS**

Questions may be directed to the Katherine Nordyke, Director, Citizenship & Service-Learning at: [KatherineNordyke@missouristate.edu](mailto:KatherineNordyke@missouristate.edu) or 836-5774.

**CASL RESEARCH STIPEND PROPOSAL COVER SHEET**  
**(Applicant must provide 3 copies of the application to the CASL office and**  
**one digital copy [prior to signatures] in MS Word or as a .pdf file to**  
**[KatherineNordyke@missouristate.edu](mailto:KatherineNordyke@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, 2015.

**Department Head's Statement:**

\_\_\_\_\_  
Department Head's Signature

**Dean's Statement:**

\_\_\_\_\_  
College Dean's Signature

**Proposals are due by 5:00 p.m. no later than October 31, 2014 in the CASL Office, PSU 131.**

# BUDGET

**Requested**

**Approved**

(To be completed by the Committee)

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

\* 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.