

Purpose: The Office for Public Engagement (OPE) has funds available to award grants for the purpose of strengthening public engagement across the University system.

Focus: Preference is given to projects that align with the priorities of OPE and fit with the University's strategic positioning initiatives. Specifically, projects should increase visibility of the University as a publicly engaged institution, for OPE needs to be the catalyst, coordinator, and aligner in building collaborations among people inside and outside the University on key issues. OPE encourages multi-disciplinary, sustainable community-focused partnerships, collaborations, and initiatives that can become integrated into academic and programmatic units. Activities should continue to build partnerships with external partners around core university activities—research, teaching and learning, and outreach while addressing critical social issues, contributing to the public good, and assuring that our students and employees are engaged and responsible citizens of the local, regional, and global community.

Eligibility: All University of Minnesota faculty, staff, and graduate/professional students, except those who have received grants in the past two years, are eligible to apply for a grant. Students must have a faculty/staff sponsor.

Due Date: Applications are due Friday, December 7, 2007. Send an electronic copy to Michelle Kuhl, witt0160@umn.edu

Award Amount: Grants will range up to \$5,000. Size of awards may be lower than the amounts requested.

Timeline: Grants will be awarded in December 2007. Projects may be proposed for Spring Semester 2008, Summer 2008, or Fall semester 2008.

Budget: Please make sure a CUFS account that has an O&M sub-org has been established for the seed grant monies.

Award Terms and Conditions:

- Grants cannot be used to fund currently ongoing activities.
- Recipients of previous civic/ public engagement grants are ineligible for an additional award for two academic years.
- Recipients must submit documentation of IRB approval if this grant is used to support a research project.
- Recipients must submit a final report due by December 31, 2008. A grant recipient who does not produce a final report will become ineligible for any future seed grant programs in public engagement at the University of Minnesota. [Please note that information on recipient non-compliance is shared with other seed grant programs at the University].
- Recipients will create either a workshop or poster session to be included as part of Public Engagement Day, April 22, 2008 or in 2009, whichever is appropriate. If Public Engagement Day conflicts with investigator's schedule, then an alternative venue can be proposed.
- Award funds will be no more than \$5,000, but can be less than the amount requested. Funds may be used to support any aspect of the project/research process as detailed in the budget form.
- Finally, as part of our ongoing accountability efforts, recipients will be asked to respond to a survey describing the impact of the award on their research and career at the University of Minnesota.



THE OFFICE FOR PUBLIC ENGAGEMENT

Application Form

Seed Grant

Deadline: Friday, December 7, 2007

Submit your electronic copy to:

Michelle W. Kuhl
Witt0160@umn.edu

FOR OFFICE USE ONLY

Date Received	_____
Proposal#	_____
Status	_____
Declined	Award Amt \$ _____

(Grant Applicant) Last First MI

Department College/Campus

Campus Address

Campus Phone Fax Email

Job Class (check one): Faculty P & A CS/BU Graduate/Professional Student

Proposed Community/University Partners (include Name, Organization/Department, Phone, and Email)

Title of proposed public engagement project/research

Have you previously received a Public Engagement Seed Grant? yes _____ no
Date(s) of previous award(s)

Has this or a similar proposal been submitted to another internal (University of Minnesota) or external granting agency or program? yes no (If yes, please specify.) _____

Please attach the following (see RFP for specific instructions)

- Cover Sheet
- Budget (use the budget sheet provided)
- The proposal (limit to four pages) including:
 - The abstract (non-technical 250 words or less)
 - Why it is important?
 - What are the specific goals, activities, and expected outcomes of the proposed project?
 - What are the innovative features and the long term impact of the project in strengthening civic/public engagement in your unit(s)?
 - How will the success of the completed project be evaluated?
 - Plan of work
 - Current and pending support
- Budget narrative (Brief, one paragraph explaining how the funds will be used to support the the plan of work)
- Plan for sustainability and dissemination
 - How will this project be incorporated as a regular part of your and your unit's professional activities?
 - What institutional support will your unit provide to maintain the project over time?
 - How will this project be disseminated to colleagues/students/community members or integrated into the curriculum?
 - How will you know if you have made the intended impact?

Grant Applicant Signature Date

Supervisor Signature if Grad/Prof Student

BUDGET

Name _____

Budget Category	Item Description (list specific items)	Item Amount
Personnel	Graduate RA Salary _____ # months @ _____ % time	_____
	Graduate RA Fringe	_____
	Undergraduate RA Salary _____ hours @ \$ _____/hour	_____
	Staff Salary _____ hours @ \$ _____/hour	_____
	Faculty Salary _____ hours @ \$ _____/hour	_____
	Personnel Sub-Total (nearest \$)	_____
Operating Supplies and Services	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Operating Supplies and Services Sub-Total (nearest \$)	_____
Travel (Itemize per diem and transportation costs)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Travel Sub-Total (nearest \$)	_____
Equipment or Rents and Leases	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Equipment or Rents and Lease Sub-Total (nearest \$)	_____
Other	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Other Sub-Total (nearest \$)	_____
TOTAL BUDGET (nearest \$)		_____

Budget Contact Name: _____

Phone: _____ CUFS #: _____