We are pleased to announce the availability of funding through the Office for Public Engagement (OPE) to support departments that wish to develop or strengthen research- or teaching-focused university/community engagement initiatives for faculty and/or students.

Grants of up to $7,500 will be awarded to 6-8 departments to plan, establish, implement, and evaluate strategic initiatives that advance the integration of public engagement into the departments’ research and teaching activities.

Purpose
The Engaged Department Program was established in 2009 to advance the institutionalization of public engagement at the University of Minnesota by furthering the integration of public engagement into the programmatic features of the department. To date, 22 departments have successfully completed the program and have been designated as Engaged Departments (see http://engagement.umn.edu/engaged-department-grant-program).

An engaged department is one that:
- utilizes public engagement as a strategy to achieve key academic goals for students and faculty;
- encourages and supports high quality community-based research and engaged scholarship among faculty and/or students;
- incorporates public engagement (local and/or global) into academic coursework to enhance student learning and development; and/or
- supports collaborative research and teaching activities between members of the department and members of the community (non-profits, government, industry, etc.)

Focus
This engaged department initiative supports various approaches to public engagement that include, but are not limited to, community-based research studies, participatory action research, academic service-learning courses, community-based participatory action research studies, issue-focused clinical practica, and community-based capstone experiences.

Through the Engaged Department Program, academic units develop and implement an action plan designed to advance and deepen community engagement into their research and teaching agendas.
The development of engaged department activities under this grant program might involve but are not limited to the following institutionalization activities:

· developing and piloting curricular materials that help better align community-based courses with overarching departmental learning goals for students;
· supporting departmental members or leaders for professional development opportunities that enhance their capacity to do high quality community-engaged research and/or teaching;
· offering department-wide retreats that engage faculty, staff, and community partners in strategic planning to further the institutionalization of public engagement within the department’s work;
· building the department personnel’s understanding of the principles of community-based participatory research; and/or
· developing instruments or benchmarking tools to assess the progress and outcomes of the department’s engagement activities.

**Key Components**
Activities that are part of the *Engaged Department Grant Program* should include all of the following components:

1. an identification of the department’s key teaching and/or research goals for students and faculty, as appropriate;
2. an articulation of some of the ways that public engagement activities can have value added in achieving the departmental goals articulated in #1;
3. the development of collaborative partnerships with community members (local or global) that are based on producing mutual benefits, reciprocity, and long-term sustainability;
4. the development of a strategic, action-focused plan that advances the integration of public engagement into the programmatic features of the department;
5. the implementation of the activities of the action plan developed in #4;
6. an assessment process that benchmarks the institutionalization of public engagement into the department’s teaching and/or research activities.

*For Twin Cities Campus Applicants:* The proposed plan must include a description of the ways in which the proposed activities aligns with and furthers the goals of the new Twin Cities Grand Challenges Strategic Plan.

**Team Criteria and Expectations**
*Department Teams:* Awards will be made to 6-8 department teams. Each team will consist of at least four individuals who represent the department’s engagement work. Each *department team* must include the following members:

1. at least one individual who serves in a department-wide leadership role (department chair or chair designee);
2. at least two faculty members from the department (at least one of whom is a tenure line faculty member); and
at least one other member, including but not limited to other faculty members, department staff members, students, and community partners.

Note: There is no limit to the number of team members.

**Engaged Department Institute**

The members of each of the selected teams will participate as a cohort in a three-phased, 18-month institute that includes: (1) **Planning and Development** of a strategic action plan for advancing public engagement within the department; (2) **Implementation** of the action steps within the plan; and (3) **Assessment and Reporting** to ascertain the strengths and limitations of the implementation activities, to identify lessons learned that can be shared with others, and to provide some documentation of the different approaches departments use to advance public engagement.

**Planning and Development (Spring 2016):**
The members of the teams will meet in Spring 2016 for two mandatory meetings (each lasting a full day) on action planning for public engagement institutionalization. **The meetings will be held Friday, January 29, 2016 (9:00 AM – 4:00 PM) and Friday, April 22, 2016 (9:00 AM – 4:00 PM) at the Twin Cities campus.** All team members are expected to attend these meetings.

The first meeting (January 29, 2016) will explore the essential elements of high quality public engagement, as it pertains to advancing the research and teaching goals of the department. This meeting will conclude with each team’s initiation of a preliminary **Engaged Department Institutionalization Plan.** This plan will articulate goals to be accomplished and key action steps to be implemented over the course of the program to achieve each department’s identified public engagement institutionalization goals.

Following this first meeting, each department team will work during the Spring 2016 semester to flesh out and refine its **Engaged Department Institutionalization Plan.**

During the second mandatory meeting (April 22, 2016), the members of each **Engaged Department Team** will present their respective action plans and solicit peer feedback from the group. Each team will then refine and finalize its plan and action steps.

**Implementation (Fall 2016 and Spring 2017):** Each department team will implement its action plan during the 2016-2017 academic year. Two mandatory 90-minute meetings (dates to be determined) will be held during the year to discuss each group’s progress and share helpful materials and information. Teams are required to send at least one representative to each of these meetings.

**Assessment and Reporting:** One mandatory final meeting (3 hours) will be held at the end of the Spring 2017 semester (date to be determined) to review each team’s progress, assess the progress of engagement institutionalization within each department, and identify next steps.
Expectation and Deliverables

It is expected that the members of each Engaged Department team will:

(1) actively participate in all aspects of the engaged department institute, including participating in the required two full-day planning meetings (Spring 2016), the two 90-minute implementation meetings (Fall 2016 and Spring 2017), and the 3-hour final assessment meeting (Spring 2017);
(2) develop, implement, and refine an engaged department action plan that will further the integration of public engagement into research and/or teaching activities within the department;
(3) present their Engaged Department action plan and share lessons learned at a college-wide forum, retreat, or other gathering;
(4) participate in pre-post assessments (questionnaires) that measure team members’ changes in their understanding of engaged research and teaching and benchmark the department’s progress in institutionalizing public engagement; and
(5) submit a brief final report (3-5 pages) at the end of the program that articulates the department’s experience in this engaged department initiative.

Funding Priority

Priority for funding will be given to proposals that:

● offer specific details on program-wide or department-wide efforts that will take place to integrate public engagement more fully into the department’s teaching and/or research activities;
● include plans to assess the short and/or long-term benefits to faculty, students, the department, and/or the community;
● articulate the importance of this grant to advance and/or sustain public engagement activities;
● offer visions for what the department will look like at the end of the grant period and beyond;
● supplement the engaged department funding with additional support from the department or other sources; and
● use the engaged department funding to leverage other resources to support engaged research and engaged teaching within the department.

For Twin Cities campus applicants:

● articulates the ways in which the proposed public engagement activities enhance the goals of the campus Grand Challenges strategic plan.

Funding Criteria

Funds from this grant initiative can be used for any purpose that supports the advancement of the team’s engagement action plan. These funds may be combined with other university or external funding sources. An 18-month budget (January 2016-June 2017), against which department teams can charge expenditures, will be allocated in January 2016. However, the actual disbursement of funds will occur in three phases: 50% of funds after submission of a
completed action plan in Spring 2016, 25% of funds at the end of the Fall 2016 semester, and 25% of funds at the end Spring 2017, after final reports and documents are submitted.

**Application Process**

Complete and submit the attached application by 5:00 PM, Monday, December 7, 2015 to: *Engaged Department Grant Program, Office for Public Engagement, 110 Morrill Hall.* Applications may also be sent via email (as a PDF document) to kent0082@umn.edu. Only those applications received by 5:00 PM, Monday, December 7, 2015 will be considered for funding.

All applicants will be notified of the outcome of their grant application by December 29, 2015.

**Questions:**

Please direct questions to Kate Kent at 612-624-3515 or kent0082@umn.edu.

Questions;

1) If our department has previously received an Engaged Department designation, are we eligible to apply for a grant in this grant competition?

Previous applicants are eligible to submit a proposal if the following conditions are met:

- the proposed work builds on the previous activities that were implemented during the initial Engaged Department grant;
- considering the initial activities funded under the previous engaged department grant, the newly proposed work substantially expands the involvement of faculty, students, and/or academic programs in the implementation and development of the Engaged Department plan;
APPLICATION COVER PAGE

Engaged Department Grant Program

Application Submission Deadline: Monday, December 7, 2015

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Name of Department Chair:

Department Chair Signature *(required)*:

Name of College Dean/Director:

Dean’s Signature *(required)*:

Project Narrative

In a maximum of five pages (single-spaced), please address the following items (bulleted points are acceptable):

1. Describe the department’s interest in and experience with community-based teaching and/or community-based research.
2. How would you characterize the support for community-engaged work among members of the department?
3. In what ways will implementing a department-wide action plan for community engagement enhance the department’s research and/or teaching activities?
4. What are two or three roadblocks/barriers to advancing community engagement in your department that might be addressed through this Engaged Department program?
5. What will be different in your department (e.g., practices, policies, procedures, focus, etc.) as a result of having a department-wide agenda for integrating community-focused activities more fully into research and teaching?

6. What strategies will you employ to evaluate the impact of the engaged department project on faculty, students, and/or community?

7. Identify three departmental outcomes your department team hopes to achieve through its participation in the program.

8. List the members who will serve on the engaged department team. Include their title, role(s), and their specific duties and responsibilities. Include any specific area of interest, expertise and/or experience in relation to community-engaged teaching or research. Describe why these members are key personnel for the team.

9. Provide a statement that confirms the department team’s agreement to participate fully in all aspects of the Engaged Department Grant Program activities.

Budget
In a maximum of two pages (not counting the above pages), please address the following:
1. State the dollar amount[1] requested to be applied to achieve the goals outlined in the project narrative
2. Specify how the funds will be used or allocated. Indicate how budget figures were determined (brief budget narrative).
3. If appropriate, describe other sources of support for the project goals.

Submission
Submit your team’s narrative and this cover page to the Office for Public Engagement, 110 Morrill Hall, 100 Church Street, S.E., Minneapolis, 55455  Attn: Kate Kent. Applications can also be emailed (in PDF format) to kent0082@umn.edu. Priority will be given to proposals received by 5:00 PM, Friday, December 7, 2015. Notification of awards will be made by December 29, 2015. Only one application per department may be submitted.
REQUEST FOR PROPOSALS
Engaged Department Grant Program
University of Minnesota

SELECTION CRITERIA

The following review criteria will be used to judge proposals submitted for the Engaged Department Grant Program.

1. The proposal demonstrates strong interest in and experience with community-based teaching and/or community-based research among members of the department. There is evidence of strong support for community-engaged work among members of the department.
2. A compelling rationale is provided for advancing the institutionalization of community-focused activities into the department’s academic programs and activities.
3. The proposed department team meets the representation criteria (one department leader, two faculty including one tenure-line faculty, and at least one other person who plays an important role in developing an engaged department).
4. The barriers that the department team members hope to address through the Engaged Department Grant Program are relevant and appropriate for advancing community-engaged research and teaching.
5. A clear vision is presented for how the department’s work with engagement will be different as a result of participating in the Engaged Department Grant Program.
6. A viable strategy to evaluate the impact of the engaged department initiative on faculty, students, and/or community has been articulated.
7. A set of relevant outcomes to be achieved are presented.
8. The dollar amount requested is appropriate for the scale and scope of the proposed goals.
9. The use and allocation of funds are appropriate and are related to the goals of the project.
10. Other sources of funding, if appropriate, to support the work of engagement team are identified.

[1] The total requested dollar amount for the 18-months of the project should not exceed $7,500.