
Community-Engaged Research Grants Guidelines for Requesting Seed Funds

Background

Community-engaged research brings the expertise of faculty and the disciplines together with the wisdom and experience of communities. Leveraging such collaborative expertise to address pressing civic issues is a natural extension of Duquesne University's mission and its commitment to academic excellence.

The Provost's Office wishes to encourage community-engaged research and is therefore providing seed funds to support expenses associated with developing projects that can be expanded into a larger agenda for which there is sustainable support.

To encourage the development of community-engaged research projects and sustainable community-engaged research agendas, funding of up to \$10,000 per year may be requested for a maximum of two years. The expectation of the grant is that after two years, external funding will be acquired to sustain and develop the project into an agenda that has significant impact in the local context. A maximum of \$20,000 will be awarded per year.

Objectives

Community-engaged research is an approach to scholarship in which authentic partnerships between scholars and community organizations generate knowledge that is relevant to disciplinary discovery as well as application to community concerns in a local context. A community-engaged research study may use qualitative, quantitative, or mixed methods. What characterizes community-engaged research is not the methods used, but the collaborative nature of the relationship between researchers (university and community-based researchers); the principles that guide the development of the inquiry; and use of its findings. Generally, the principles of community-engaged research include:

- Collaborative, equitable partnerships in all phases of the research
- Achievement of a balance between research and action for the mutual benefit of all partners
- Emphasis on strengths and resources within the community
- Promotion of co-learning and capacity building among all partners
- Co-ownership of, and continued access to, data collected
- Dissemination of findings and knowledge via products of benefit to all parties
- A clear plan for sustaining the research agenda or initiative

At Duquesne, we pay particular attention to building a more just and equitable world for those individuals who are disenfranchised and where the integrity of creation (including animals and the natural environment) is being devastated. Thus, an additional principle of community-engaged research at Duquesne University is its emphasis on social and environmental justice.

Criteria

In order to qualify for seed funds, collaborative ventures between Duquesne faculty and established community-based partners should focus on:

- 1) A question of relevance to Pittsburgh or the Southwestern PA region. Though the issue being investigated may extend well beyond the region, it must have a local or regional connection and significance.
- 2) The nature of the partnership between faculty and community-based collaborators, the design of the research project, and its purposes should exhibit the principles of community-engaged research described within the objectives section of this document.

- 3) These seed funds will be used to initiate a new community-engaged research project or to support a phase of an existing project during the time period of September 15, 2022 through June 30, 2023.
- 4) The proposal must clearly demonstrate how seed funds will enable researchers to attract support for continuation of the project past the two-year timeframe, and how this project is connected to larger faculty and community agendas.

Eligibility

The Community-Engaged Research Grants competition is open to teams that include full-time Duquesne faculty and members of established community-based organizations, schools, governmental or social sector entities (at the local or regional level). Multi- and interdisciplinary are encouraged.

Application and Award Process

Potential applicants are encouraged to consult with the Director of the Center for Community-Engaged Teaching and Research if they are uncertain whether a particular research project would meet the objectives, criteria or eligibility of the Community-Engaged Research Grants program.

Applications are due on or before August 1, 2022. Decisions will be made by August 15, 2022. Funds become available upon receiving IRB approval for the study.

Decisions by the Provost's Office to award seed funding will be based upon a recommendation made by the Center for Community-Engaged Teaching and Research. Decisions may include approval, denial, deferral until funding becomes available, or a recommendation to "revise and resubmit." When human subjects research is being conducted, funding will be distributed following IRB approval.

Proposal Format

Proposals will be submitted in PDF format to the Center for Community-Engaged Teaching and Research on or before August 1, 2022. Please email to: mannj@duq.edu.

Proposals should include the transmittal sheet found at the conclusion of this document that carries signatures from the applicants' chair and dean (if faculty) and organizational supervisor (if community-based).

Proposals should be no longer than 8 single-spaced pages (including a simple two-year budget on a spreadsheet) and should address:

- Context (Suggested section length: 1 page):
 - The origin of the research question(s) being investigated and
 - Importance of the research question to the local or regional area.
- Rigor (Suggested section length: 3 pages):
 - A description of the research project design,
 - How its findings will extend disciplinary knowledge,
 - How its findings will inform community action, and
 - The expected dissemination products and venues (with attention to the diverse venues inherent to community-engaged research).
- Connection to larger agendas and engagement principles (Suggested section length: 2 pages):
 - A description of how the research project fits into larger faculty and community agendas,
 - The membership of the research team (including departments, disciplines, and organizations represented), and

- How the project supports the principles of community-engaged research.
- Sustainability (Suggested section length: 1 page):
 - A specific plan to fund and sustain the project following the expiry of the Provost's Office seed funding.
- A budget narrative tied clearly to the included budget spreadsheet. (Suggested section length: 1 page) **Please note: grant awardees are not permitted to use award funds to supplement their own salary or that of other faculty members. However, the award may fund undergraduate and/or graduate research assistants and community partners as well as other non-labor costs associated with the project.**

Reporting Requirements

A brief report on outcomes to date and detailed plans for sustaining the project must be submitted to the Center for Community-Engaged Teaching and Research at the end of both the first and second year of funding from the Provost's Office. These reports will be due on June 15, 2022 and June 15, 2023. These reports must explain how the work completed during the reporting period relates to the initial proposal, list efforts made to obtain external funding, include a spreadsheet document that demonstrates expenditures to date relative to the proposed budget, and include copies of any dissemination products (journal articles, community presentations, technical reports, conference papers, book chapters, programs/curriculum developed, etc.) Reports will be shared with the Office of Research and Office of the Provost.

Proposals must be ready to submit a minimum of 3 days prior to the deadline. Email completed form to PAF@duq.edu. If there are multiple PIs (not Co-PIs), each PI must complete a separate Proposal Approval Form.

Principal Investigator: _____ Percent Effort of PI: _____ % School: _____
 Department: _____ Email: _____ Extension: _____ Proposal Deadline: _____
 Agency: _____
 Project Title: _____
 Project Period: From _____ To _____ Total \$ Request: _____
 Co-PI Name: _____ Co-PI Effort: _____ % Co-PI School: _____ Co-PI Dept: _____

Will the project continue after funding period? Yes No If so, estimated cost to Duquesne University? \$ _____

Is this project a subaward? _____ If YES, who is the prime submitting institution? _____
 What is Duquesne University's portion of the award? \$ _____

Will Duquesne issue a Subaward to another entity with these funds? _____ Name of Subawardee(s): _____

Does this project involve any of the following?

A "yes" answer to any of these questions may require further action by you prior to submission.

	Yes
Matching Funds (Pages in the proposal that outline the match _____)	<input type="checkbox"/>
Cost Sharing (Pages in the proposal that outline the cost share _____)	<input type="checkbox"/>
Are you requesting course buyout?	<input type="checkbox"/>
Human Subjects	<input type="checkbox"/>
Laboratory animals	<input type="checkbox"/>
Recombinant DNA	<input type="checkbox"/>
Radioactive Materials	<input type="checkbox"/>
USDA/CDC Select Agents	<input type="checkbox"/>
Is there a Conflict of Interest?	<input type="checkbox"/>

Certification of Principal Investigator and Individual Fellowship Applicants:

- (1) I certify that the information submitted within this application is true, complete and accurate to the best of my knowledge.
- (2) I am aware that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties.
- (3) I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Additional certifications for Individual Fellowship Applicants:

I certify that (1) that the Sponsor will provide appropriate training, adequate facilities, and supervision if a grant is awarded as a result of the application; (2) that the Fellow has read the Ruth L. Kirschstein National Research Service Award Payback and will abide by the Assurance if an award is made; and (3) that the award will not support residency training.

 Principal Investigator Date

 Fellowship Sponsor (if applicable) Date

Approval of Dean and Department Chair

Deans and Department Chairs certify their review and approval of 1) eligibility of proposed personnel to participate; 2) the commitment of personnel time and effort, space, equipment, and matching funds (if applicable).

 Department Chair Date

 Dean Date