



Chancellor's Public Engagement Student Fellows

Guidelines and Application

2013-2014 Academic Year

Due: Friday, April 5, 2013

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ADDRESS

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PHONE

217-333-9525

WEB

go.illinois.edu/StudentFellows

Guidelines and Information

Overview

In today's knowledge-based, creativity-driven society, an effective public engagement capability is essential to attain research preeminence as knowledge creation needs to be interlinked with broader societal needs and capabilities. This Fellows program aims to enable undergraduates, graduate students, and student organizations to increase and sustain our public engagement capabilities. In this solicitation, a broad definition of engagement is employed. For example, the Committee on Institutional Cooperation (CIC), which is comprised of each Big Ten University plus the University of Chicago, provides the following definition of engagement:

Engagement is the partnership of university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.

Public engagement activities undertaken by the campus community and supported by campus resources are most effective when they closely tied to one or more of the other missions of the University, namely teaching, research, and economic development. The Fellows program supports programs and activities that contribute to these other missions of the University.

Goal and Purpose

The program goal is to foster the expansion of public engagement opportunities by Illinois students in partnership with communities, non-profit agencies, schools, and governmental bodies.

The University will fund projects or services that will encourage students to become involved in community life by assisting in solving problems or providing a service while utilizing their education and expertise. The program is intended to give students an opportunity to expand their learning environment through community-related projects, scholarly work, creative endeavors, course development and other activities within the broad framework of public engagement. Some examples include youth education, adult education, technology development, social justice, sustainability, and economic development, among many others.

Grant Amounts

Grants will be made to individual students, teams of students, or student organizations. Individual students will be awarded \$750 and teams and organizations will be awarded \$1,500. The faculty sponsor for each grant award will also be given \$500. Only one class-based project will be funded with any single community entity.

Expected Use of Funds

- Funds may be used for travel for students only as needed to provide the service.
- Funds may be used for materials and supplies necessary to complete the project.
- Publicity, printing, and postage are allowable costs.
- Minimal refreshment costs may be allowed when justified as a specific activity of the service.
- Other items must be adequately justified in the proposal.
- Requests for extending the time for use of funds must be filed with the Office of Public Engagement and approved prior to the end of the grant period.

Funds May Not be Used for:

- Salaries, honoraria, or compensation to the individual(s) working on the project
- Donations
- Equipment
- Cash awards or purchasing gift cards, as an award or special prizes, etc.
- Routine departmental instruction costs, such as field trips, etc.

Application Guidelines

- To be eligible, the project or service proposal must be authored by a student (or students).
- To apply, complete both the online application form (described on Page 5) and submit both the Faculty Sponsor (Page 6) and Community Partner forms (Page 7).
- Incomplete applications, including applications without all required signatures, will not be considered.
- Projects may be conducted within or across semesters, but may not last more than one calendar year.
- Applications for the 2013-2014 academic year are due on or before Friday, April 5, 2013. Applicants are encouraged to begin working on the application before the deadline.
- Applications received after the above deadlines may be considered if funds are available, however, there is no guarantee that they will be considered.
- The Faculty Sponsor and Community Partner forms need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred.
- Proposals for international projects must be consistent with all University policies on international travel as established by the [Study Abroad Office](#).

Faculty Sponsor and Community Partner Forms

- Proposals must have the approval of a faculty member (Faculty Sponsor Form – Page 6).
- The faculty sponsor's home University unit must agree to serve as the fiscal agent for the project.
- The project must have approval from an external community partnership agency, outside of the University of Illinois, such as a school, governmental unit, or non-profit organization (Community Partner Form – Page 7).

General Information

Illinois students involved in projects must be in good standing with the University at the time of fund allocation. Submission of an application does not guarantee funding. Successful previous partnerships will be viewed positively in cases of renewal grants or new projects with the same community partners. Community organizations may initiate projects by describing their need directly to appropriate student groups or faculty. Grants will be made only to Illinois students and will not be made directly to the community organization.

Chancellor's Public Engagement Student Fellows

Application Review and Notification

All applications will be reviewed by a committee appointed by the Office of Public Engagement and decisions by the committee will be final. The amount of the grant requested may be reduced by the review committee. Applicants seeking funding for any program during the 2013-2014 academic year will be notified of the committee's decision via email no later than May 2, 2013. Only the student, either as an individual or on behalf of a group, seeking funding will be notified; it is the responsibility of the student to notify faculty members, community organizations, or other students (if applicable) involved.

Receipt of Funds

Approximately two weeks after the applicant receives the acceptance letter, the applicant may contact the business office that signed the application to check the progress of the fund processing. For RSOs, please contact the Office of Student Programs at the Illini Union.

Final Report

Each grant recipient is required to submit a Final Report describing the results and benefits of the grant. The Final Report is due December 13, 2013 for fall projects and May 1, 2014 for spring or year-long projects. Final Reports must be submitted electronically, however, the content of the Final Report is found on Page 8 of this application. As part of the online Final Report submission, grant recipients have the option to submit a photo related to the project or service. Photos will be used on the Public Engagement website and in printed materials. Additional photos may be emailed to publicengagement@illinois.edu.

Submit Faculty Sponsor and Community Partner forms (if not submitting electronically) to:

Chancellor's Public Engagement Student Fellows
Attention: Shelley Mix
Office of Public Engagement
330 Illini Union Bookstore Building
807 South Wright Street, MC-319
Champaign, IL 61820

For inquiries and questions:

Email: mix@illinois.edu
Website: go.illinois.edu/StudentFellows

Application Content

This application must be submitted online at go.illinois.edu/FellowsApplication (authentication required). Applicants may not submit a paper version. This form lists the required information, however, applicants will have to submit the full information in the online form.

Part 1: Student Information

Note: When submitting an application as a group, have one student submit the application online using their individual information. The student submitting the group application must then submit the information in Part 1 for each student in Excel format and upload it as part of the online application.

- Name of student
- Year in school
- Major
- Phone
- Email
- Course subject code, number, and title (*if applicable*)
- RSO name (*if applicable*)

Part 2: Project Information

- Title of project
- Description*
- Approximate number of Illinois students involved in organizing this project
- Proposed starting date
- Proposed ending date
- Project term: fall, spring or year-long

**The project/service must be described in 250 words or less, including how the grant will benefit the community and the service learning experience of the students. Please begin the description with a one-sentence mission statement.*

Part 3: University of Illinois Sponsor Information

- Sponsor's name (*Faculty, Staff or Advisor*)
- Phone
- Email
- Department (*This is also the department where funds will be distributed unless going to an RSO*)
- Business office contact name

Part 4: Community Partner Information

- Name of Community Partner
- Title of Community Partner
- Name of Community Partner's organization
- Address
- Phone
- Email

Part 5: Budget

Part A – Other Sources of Revenue: *List any other expected funding for the project (if any) including sources and amounts.*

Part B - Expenses of Proposed Budget: *Provide an itemized list of the expected expenses by expenditure type that will be charged to this grant. The following items are included as approvable expenditures: publicity, printing, postage, transportation, supplies and materials necessary to complete the project, and minimal refreshment costs where justified as necessary for the service or project. Refer to Page 3 for guidelines.*

Part C – Total Amount Requested

Part 6: Forms

Complete the Faculty Sponsor Form on Page 6 and the Community Partner Form on Page 7. These forms need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred.

Faculty Sponsor Form

The Faculty Sponsor Form need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred. Paper forms may be mailed to the address on Page 4.

Complete this form and submit it by April 5, 2013.

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. All signing parties should read and agree with the Chancellor's Public Engagement Student Fellows application content before signing.

Both signatures are required.

-----To Be Completed By the Student-----

Title of Project: _____

Printed Name of Student

Signature of Student - Date
Should be the same student who submits the application online.

Printed Name of Faculty Sponsor

-----To Be Completed By the Faculty Sponsor-----

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. By signing this form, you agree that you have read and will sponsor the student's application for Chancellor's Public Engagement Student Fellows. The Faculty Sponsor should continue to be involved throughout the project or make alternative arrangements with the student should the situation change.

Signature of Illinois Faculty Sponsor - Date
Must be a faculty from the University of Illinois at Urbana-Champaign and be the same name given on the application that was submitted online.

Community Partner Form

The Community Partner Form need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred. Paper forms may be mailed to the address on Page 4.

Complete this form and submit it by April 5, 2013.

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. All signing parties should read and agree with the Chancellor's Public Engagement Student Fellows application content before signing.

Both signatures are required.

-----To Be Completed By the Student-----

Title of Project: _____

Printed Name of Student

Signature of Student - Date
Should be the same student who submits the application online.

Printed Name of Community Partner

-----To Be Completed By the Community Partner-----

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. By signing this form, you agree that you have read and will support the student's application for Chancellor's Public Engagement Student Fellows at the University of Illinois at Urbana-Champaign. The Community Partner should continue to be involved throughout the project or make alternative arrangements with the student should the situation change.

Signature of Community Partner - Date
Must be the same name given on the application that was submitted online.

Final Report Content

Due by December 13, 2013 for fall projects and May 1, 2014 for spring or year-long projects.

This report must be submitted online at go.illinois.edu/FellowsFinalReport (authentication required). Applicants may not submit a paper version. This form lists the required information, however, applicants will have to submit the full information in the online form.

Part 1: Contact Information for Student Submitting Report

- Email
- Phone
- Title of Project
- Name of Student Organization (*if applicable*)
- Name of Faculty Sponsor
- Name of Community Partner

Part 2: Illinois Student(s) Involvement

- Number of Illinois students involved in organizing this project
- Number of Illinois students involved in participating in this project (if different from the organizing number)
- Project Timeframe (date or range)

Part 3: Description of the Project

(Limited to 500 words)

- Include how many people benefited from project, learning activities in project, and the major objectives completed by the project.
- Include suggestions for improving a similar project in the future.
- List the amounts of funds received and how funds were used.

Part 4: Photo(s) (Optional)

The submission of photos related to the project or service is greatly appreciated. Photos will be used on the Public Engagement website and in printed materials. Additional photos may be emailed to publicengagement@illinois.edu.