Funding Opportunity for Students: Grants in Community, Culture, and Environment

The Center for Ecosystem Science and Society and the McAllister Program in Community, Culture, and Environment at Northern Arizona University invite proposals for student projects that enable the arts, cultural, scientific, and environmental institutions of the Colorado Plateau to meet the long term needs of the communities they serve. Full time undergraduate and graduate students at Northern Arizona University from any discipline are eligible. Projects will address shared interests and concerns within the region to serve its cultural, aesthetic, economic, and environmental needs.

Budget: up to $3,500 for one year for undergraduate students, $5,000 for one year for graduate students
Funding Period: Projects may begin 1 July 2018 and funds must be spent by 30 May 2019
Eligibility: Each student principal investigator (PI) must be enrolled as a full time NAU student (in any discipline) for the duration of the CCE award; all students involved must be in good academic standing at the time of application and during the period in which the project is funded.
Proposals Due: 1 June 2018

Evaluation Criteria: Successful proposals will 1) articulate a compelling need at the intersection of community, culture, and environment, 2) propose a creative and rigorous activity or project around that need, 3) advance the academic, career, and personal goals of the student PI, and 4) include a partner community member (or group) outside NAU that will participate in the project. Proposals will be reviewed by a committee for these criteria. Announcements of successful proposals will occur on 15 June 2018.

Proposal Requirements: Projects **must** include at least one community partner and a faculty mentor. Projects **may be** part of the student's degree program: capstone experiences, independent study projects, theses, or other projects. The maximum funding request is $3,500 for one year for undergraduate students, or $5,000 for one year for graduate students. Each proposal will have one student principal investigator, and this student's degree program (graduate or undergraduate) will determine the budget cap. Proposals may support multiple students. Funds may be used to support a student stipend, supplies and equipment, and travel.

Students may work within or outside of their major field of study. One student will be the Principal Investigator of each funded project, and as such the student should be primarily responsible for developing and articulating the project idea; students are encouraged to work collaboratively with their faculty advisors and community partners in this process. The discussion among student, faculty mentor, and community partner should lead to an agreement on the nature and scope of the project, the methods, and expected outcomes. Discussions should also include a proposed budget and timeline for completing the project. Students should expect to meet with their faculty mentors and community partners more than once during the application process.

Protection of Research Subjects: Applicants proposing projects that involve human subjects must contact the Institutional Review Board (IRB) http://nau.edu/Research/Compliance/Human-Subjects/ prior to submitting the CCE application—to determine whether or not the project will likely be subject to IRB approval. Applicants proposing projects involving vertebrate animals must contact the Institutional Animal Care and Use Committee (IACUC) http://nau.edu/Research/Compliance/Animal-Care/ prior to submitting the CCE application—to determine whether or not the project will be subject to IACUC approval.

Proposal Format. Label each section of the proposal with the following headings, and compile sections 1-4 into a single PDF document, along with the budget and budget justification using the Excel form (section 5). When you submit your proposal, you will submit two files: the compiled PDF file, and the excel budget.

1. Project Description (3 pages maximum). Any standard font (e.g., Times New Roman, Arial, Tahoma, etc.) may be used, 11 point or larger, single spaced, with at least ½-inch page margins.

     a.   Introduction, Community Need and Justification: What is the purpose of the project? How does the project serve a need at the intersection of community, culture, and environment?

     b.   Detailed Description of Engagement Activity or Project

         Methods: What will be done? How?

         Expected Outcomes: What will this project create or produce? How and why will the outcome(s) be impactful in light of the need?

     c.   Contribution of Project to Student PI Goals: How will the project help the student PI meet their academic, career, and personal goals?

     d.   Roles of participants: What are the roles, expectations and responsibilities of the student(s), faculty mentor, and community partner in carrying out the project?

2.   Partner Letter of Support and Commitment (1 page).

   The Partner Letter of Support and Commitment must state that the partner has read the project description, that the proposed project will benefit the partner organization, and that the partner agrees to provide advice and support to the student during the project.

3. Advisor Letter of Support and Commitment (1 page).

4. Current Student Transcript

5. Budget and Justification (Use excel form)

   a. Download the excel file to your computer. This is a locked file. You will only be able to change cells that are shaded green.

   b. Enter date, title, and name of the student PI

   c. In cell B12, use the dropdown menu to choose "Undergraduate" or "Graduate", depending on the PI's degree program

   d. Enter the name of any undergraduate or graduate student requesting wages in the shaded green cells below "Undergraduate Student Name" and "Graduate Student Name"

   d. For each row with a student's name entered, change the blue zeros to numbers of hours per week and numbers of weeks for each time period the student will work. Wages will be calculated automatically in column H.

   f. For Operations, enter the anticipated costs by listing specific items required and entering unit costs and quantities. Costs will be calculated automatically in column H.

   g. For Travel, change the blue zeros to indicate anticipated travel expenses. Costs will be calculated automatically in column H.

   h. Check your budget: If your travel request is compliant (<$1000), cell H51 will read "Travel Budget OK". If your total budget is compliant (<$3500 for undergraduates, $5000 for graduates), cell H54 will read "Budget OK". If you've exceeded budget tolerances for travel or total, you will get a warning. If you do, go back and modify your budget (and budget justification) until it is compliant.

Proposal Development and Submission: students develop proposal ideas with partners and mentors; student writes the project description with advice and feedback from partners and mentors; advisors and partners read the project description and provide letters of support and commitment to the student; student compiles sections 1-4 of the application into a single pdf file and completes the budget and budget justification form (section 5); student emails the compiled pdf and excel file as attachments to Bruce.Hungate@nau.edu, with the subject "Student Grants in Community, Culture, and Environment" before 11:59 PM 1 June 2018.