Chancellor’s Public Engagement Student Fellows

Guidelines and Application

2016-2017 Academic Year

Due: Friday, March 11, 2016

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Guidelines and Program Information

Overview

Founded in 2013, the Chancellor’s Public Engagement Student Fellows program aims to enable undergraduate, graduate, and professional students as well as student organizations to develop, implement, and evaluate community-based projects in collaboration with external partners with the support of small grants from the Office of Public Engagement.

Goal and Purpose

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

The University will fund projects or services that 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.

Grant Amounts

Grants of up to $1,500 will be made to individual students, teams of students, or student organizations. The faculty or academic staff sponsor for each grant award will also be given $500.

Grant Amounts

Examples of the 2015-2016 Chancellor’s Public Engagement Fellows Projects and Community Organizations listed below.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Community Organization</th>
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</thead>
<tbody>
<tr>
<td>The Illinois-ROMP Collaboration: Engaging Internationally to Provide Affordable Highly-Functional Prostheses in Developing Nations</td>
<td>Range of Motion Project</td>
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<tr>
<td>Nuestras Races Latinas, Youth Engagement Program</td>
<td>Central High School</td>
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<td>Summer Illinois Math Camp</td>
<td>Rantoul High School</td>
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<td>Open Source Makerspace Curriculum for Public Libraries</td>
<td>Urbana Free Library</td>
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<td>i-Help</td>
<td>Eastern Illinois Food Bank</td>
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<tr>
<td>Sprouts: Growing Healthy Habits</td>
<td>Dr. Howard Elementary</td>
</tr>
<tr>
<td>The Champion Program: Champaign-Urbana Youth Physical Activity Promotion Program</td>
<td>Champaign Public Health Department</td>
</tr>
</tbody>
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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, such 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)
- Incomplete applications will not be considered.
- Projects may be conducted within or across semesters, but may not last more than one calendar year.
- Applications for the 2016-2017 academic year are due on or before Friday, March 11, 2016. 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.
- Proposals for international projects must be consistent with all University policies on international travel as established by the Study Abroad Office.

Faculty/Academic Staff Sponsor and Community Partner

- Proposals must have the approval of a faculty/Academic Staff member.
- The 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.

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, faculty, or academic staff. Grants will be made only to Illinois students and will not be made directly to the community organization.

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 2016-2017 academic year will be notified of the committee’s decision via email no later than April 8, 2016.
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/academic staff 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 9, 2016 for fall projects and May 5, 2017 for spring or year-long projects. Final Reports must be submitted electronically, however, the content of the Final Report is found on Page 6 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.

For inquiries and questions:
Email: publicengagement@illinois.edu
Website: [http://engagement.illinois.edu](http://engagement.illinois.edu)
Application Content

This application must be submitted online at [2016-17 Chancellor's Public Engagement Student Fellows Application](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. Only students with a valid NetID and password may access 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
- Email
- Phone
- RSO name (if applicable)

Part 2: Project Information

- Title of project
- Description*
- Number of students involved
- Start Date
- End date
- Project term

*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 Faculty/Academic Staff Sponsor Information

- Sponsor’s name (Faculty, Staff or Advisor)
- Phone
- Email
- Department or RSO

Part 4: University Business Office Contact Information

- Name
- Phone
- Email

Part 4: Community Partner Information

- Community Partner Contact Name
- Community Partner Contact Title
- Name of Community 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. Refer to Page 3 for guidelines.

**Part C – Total Amount Requested**
Final Report Content

Due by December 9, 2016 for fall projects and May 5, 2017 for spring or year-long projects.

This report must be submitted online at 2016-17 Final Report for Chancellor’s Public Engagement Student Fellows: (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
- First Name
- Last Name
- Email
- Phone
- Title of Project
- Name of Student Organization (if applicable)
- Name of Faculty/Academic Staff 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. 100MB upload maximum. Additional photos may be emailed to publicengagement@illinois.edu.