

Midwest Consortium for Service Learning in Higher Education

Request for Proposals: Research Guidelines

The **Midwest Consortium for Service-learning in Higher Education** is a coalition of colleges and universities established to foster service-learning efforts in institutions across the area. Participating institutions, united in strengthening their academic programs, communities, states and the nation through service-learning, will be encouraged and supported in their efforts through grants, training and consultations. Member institutions include the following:

Central Community College	Oglala Lakota College
Chadron State College	Nebraska Methodist College
Clarkson College	Nebraska Wesleyan University
College of Saint Mary	Peru State College
Creighton University	South Dakota State University
Dana College	University of Nebraska-Kearney
Doane College	University of Nebraska-Lincoln
Hastings College	University of Nebraska-Omaha
Metropolitan Community College	University of South Dakota
Midland Lutheran College	Wayne State College
Mount Marty College	

Funding of the Consortium is provided through a Federal grant from the **Corporation for National Service**, which was established in 1993 to engage Americans of all ages and backgrounds in community-based service. Learn and Serve America is an arm of the Corporation, which supports the integration of service into the academic life of over 800 thousand students in all fifty states.

Definitions of Service Learning:

Academic Service Learning is a pedagogy that integrates service in the community with academic study (theory/curriculum). Faculty, in partnership with representatives of non-profit, community organizations, design service learning projects based on two main objectives:

- meeting identified community needs, which helps strengthen the community, and
- advancing the students' understanding of course content.

Strong reflective components are built into the course to help students consider relationships between their service, the course curriculum, and its impact on their personal values and professional goals.

Co-curricular Service Learning differs only with regard to a link to course content. It maintains the service to meet a community need and includes strong reflection and evaluation components. Generally these service activities are directed under the leadership of student organizations and groups.



Research Sub-grant Proposal Guidelines

Research Topics/Questions:

Any and all research topics related to service-learning are eligible for consideration. The Consortium did specify in its Learn and Serve grant that its research focus intends to be on three areas: the investigation of partnerships with faith-based agencies and organizations, the identification of emerging community needs and issues, and the evaluation of program elements at institutions. Research sub grant proposals are encouraged to directly or indirectly relate to one of these areas.

The Consortium has also identified some potential research questions that may be of particular interest for research sub grant proposals.

- 1) What is the impact of service-learning on community outcomes?
- 2) How do community partners perceive service-learning?
- 3) What impact does the service-learning experience have on the retention of students?
- 4) How do institutional experiences with service-learning in a variety of settings (e.g. faith-based vs. public, rural vs. urban) compare?
- 5) What are the barriers to increasing male involvement in service-learning?

Eligible Applications:

The Consortium plans to award research sub grants totaling \$8000. Eligible applicants for these sub grants will be faculty from recognized Consortium member institutions. Individual faculty submitting research sub grants may qualify for awards up to \$2000. Collaborative research is encouraged. Research teams from different institutions may apply for grants up to \$4000.

Proposal Content Guidelines:

Each Proposal should include a Title Page, abstract, proposal narrative, timeline, budget form and budget narrative.

Title Page (form attached)

Abstract: One page, double-spaced. Provide a brief summary describing the research to be conducted.

Proposal Narrative:

(Follow the outline below.)

- a. Introduction
- b. Research Focus/Question
- c. Brief Literature Review
- d. Hypothesis (if applicable)
- e. Methodology
- f. Dissemination Plan

All sub grant recipients will be expected to present their findings to the MCSLHE.

Attach relevant research documents: Instruments, surveys, maps, etc.

Timeline for the Research Project: No specific time frame is required but project completion within a reasonable time is expected.

Budget Narrative, Matching Funds, and Form: Complete the required budget form (attached) and provide narrative explaining each cost clearly. Grant funds may be used for faculty/student travel, conference fees, lodging, supplies, materials, or student worker and/or researcher salaries.

Each grant requested must have at least a 100% in-kind or cash match from the applicant's institution. In-kind match may include time and effort of the faculty member, i.e. salary and benefits, expenses incurred in developing the project, any costs incurred by the institution in assisting the faculty member. Indirect costs (which include administrative costs, office space, equipment use, etc.) are also allowable toward the match as defined by the federally negotiated indirect cost rate for the institution. A brief (no more than one-half page) explanation of the sources of matching funds should be included in the budget narrative.

Letter of Acknowledgement and Support: If possible, include a letter(s) of support from your campus president, chancellor, academic dean or department chair. Letters from participating community partners described in the narrative are also welcome.

Awards and Administration:

Grants that do not follow the guidelines will not be reviewed. Questions may be addressed to your Consortium representative or to the staff at the Midwest Consortium for Service-Learning at 402/472-9638 or email gheusel@unlnotes.unl.edu

Compliance with institutional HSIRB (human subjects internal review board) policies and procedures are expected. Sub grant research recipients will be required to submit HSIRB research approval before final award letters will be issued.

All proposals must be coordinated through the Consortium representative of the institution. Sub grant review panels will fully consider all applications and recommend proposals for funding based on the criteria identified in these guidelines. Written notification will be made to each applicant. Sub grant awards, administered by the Consortium member institution, include financial accounting and records, maintained on behalf of the faculty member receiving the award. Member institutions will be held accountable for the recipient's compliance with the grant applications.

A **final report** must be submitted by the closing date specified in the award letter and must include a summary of the research project and an explanation of how the grant funds were expended.

Submission Deadline: November 1, 2005.

Notification: no later than Dec. 31, 2005.

Submission Procedures:

Submit the proposal by email and send the original of the application in hard copy, along with a disk of the proposal, created in a generic word processing document postmarked by the deadline.

Email: gheusel@unlnotes.unl.edu

Following a review by the Consortium representative on your campus, proposals are to be submitted through the appropriate campus procedures/office and mailed to:

**Midwest Consortium for Service-Learning in Higher Education
Research Sub Grants, Attn: Gary Heusel, Consortium Director
200 Nebraska Union, Lincoln, NE 68588-0457**

Research Committee: Jean Karlen, Chair, Sarah Wittmuss, & Jennifer Reed-Bouley



INSTITUTIONAL SUB-GRANT BUDGET FORM
MIDWEST CONSORTIUM FOR
SERVICE-LEARNING IN HIGHER EDUCATION
 A Learn & Serve America Grant from the Corporation for National Service

Please type

Legal Applicant: _____

Program Title: _____

FUNDING CATEGORY	CONSORTIUM FUNDS	MATCHING FUNDS	TOTAL PROGRAM COST
A. Program Staff			
Faculty/Staff Salary			
Graduate Assistant			
Stipend			
Consultant			
Benefits			
Subtotal			
B. Participant Support Cost			
FICA			
Other			
(Please specify in budget narrative)			
Subtotal			
C. Operating Costs			
Curriculum Development			
Evaluation			
Training & Technical Assistance			
Recruitment/Placement			
Subgrants			
Dissemination			
Other			
(Please explain in your budget narrative)			
Subtotal			
Total			

100%

(No more than 50% of total program cost)

(At least 50% of total program cost)

(Total equals 100%)

_____ %

_____ %

_____ %

(Consortium grant % + Match % = 100%)



**SUB-GRANT COVER SHEET
MIDWEST CONSORTIUM FOR
SERVICE-LEARNING
IN HIGHER EDUCATION**

A Learn & Serve America Grant from the Corporation for National Service

For Internal Use Only

Check One: Institutional Faculty Alternative Break Research

Please type:

Name of Institution: _____
Legal applicant

Fiscal Contact: _____ Phone: _____
This person must have authority to commit and receive funds on behalf of the legal applicant

Address: _____ City: _____ State: _____ Zip: _____

Primary Contact (Project/Course/Trip Coordinator): _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Employer ID Number: _____

Check here if institution has received or is receiving funds from the Corporation for National Service.

Sub-grant funds requested
\$ _____

Check the characteristics that apply to the institution listed above:

- Public Religious Private
- 2-year 4-year Technical/vocational
- Research Liberal Arts Community college

Check the national issue(s) the Project/Course/Trip will address through service-learning:

Priority will be given to:

- Poverty Immigrant Refugees

But will not exclude:

- Education Public safety Environment Other _____

Project/Course/*Trip Title: _____

*Date of event: _____ *Estimated number of participating students _____

Consortium Representative Printed Name & Signature Date

Primary Contact Printed Name & Signature Date

Certification: The legal applicant certifies to the best of her/his knowledge that the data in this application are true and correct and the governing body of the applicant has duly authorized the filing of this application and that the applicant will comply with the assurances required of applicants if the proposal is approved.

Printed/typed Name & Title Signature Date