COLLEGE OF THE SCIENCES AND MATHEMATICS
Request for Proposals

STUDENT ENGAGEMENT AWARDS

This year, WCU launches Moon Shoot for Equity and the College of the Sciences and Mathematics launches the Center for STEM Inclusion. To further these efforts, the Dean's discretionary funds are being made widely available to the College to support projects that provide students with experiential, high-impact learning opportunities beyond the traditional classroom. Funding must be used by June 20, 2020, without exception. Award notifications will be sent to the applicant's WCU email address by September 30, 2019.

Deadline: <mark>Monday, September 16, 2019 at 11:59 PM.</mark>

All applications will be submitted via Qualtrics to SEA 2022 Proposal Submissions. Applicants will provide 'Cover Sheet' information through survey prompts and will be asked to upload their applications (narrative, budget, résumé and all other necessary documentation) as a single PDF file to this same Qualtrics survey. A confirmation email will be sent to the applicant and their chair after the submission has been received. Email submissions will not be accepted.

Program Purpose, Eligibility and Scope

This Request for Proposals (RFP) is for projects that will support high-impact practices that are known to contribute toward the following institutional priorities: closing the equity gap between white students and African American/Black, Hispanic/Latino(a), and Native American/Alaskan Native (AHN) students; increasing the graduation rate and/or improving retention of students, especially AHN students.

Eligibility

Tenured and tenure-track regular faculty members with an appointment in the College of the Sciences and Mathematics are eligible to apply. Generally, students involved in the projects must be enrolled at WCU. However, projects involving high school students and prospective students will be considered, provided proposals are accompanied by endorsements from participating schools. Working with non-WCU entities and students may require additional consideration and planning. Priority will be given to proposals by applicants who have not received a grant from the Dean's Office in the previous year, probationary faculty members, and senior faculty members undertaking a major scholarly initiative.

Scope

Student Engagement Awards (SEA) are made from discretionary funds available to the Dean of the College of the Sciences and Mathematics. They are synchronized with the fiscal year. Use of funds must comply with relevant PASSHE policies.

Specifically, SEA will fund the following budget items:

The following is a list of activities that are eligible for funding. This list is meant to spark your thinking; it

is not meant to be exhaustive or limiting. Propose your best ideas.

- Students attending a professional conference, creative workshop, etc.
- Students traveling to study with a renowned scholar, or to a center or site for research, community development, arts, etc.
- Students involved in study abroad program or course
- Faculty professional development funds to design a high-impact experience for students
- Faculty professional development funds to study/analyze an area of concern in a course, pedagogical approach, curriculum design, etc. related to student success
- Stipends for students to participate in research projects or internships during the academic year or summer
- Funds for equipment, supplies, or other materials* for a research or creative project that involves students
- Creating bridges with area schools and community organizations
- Collaborations between academic affairs and student affairs and/or undergraduate studies (e.g. student organizations, residence life, service learning, tutoring)
- Connecting students with alumni
- Interdisciplinary research projects

*These items may also be eligible for tech fee funds, so priority will be given to proposals for items not typically covered by tech fee. Tech fee applications are accepted through the CSM Dean's Office every spring.

Priority will be given to projects or activities that serve WCU students, especially AHN or at-risk students, including potentially underserved populations like transfer students, non-traditional students, international students, veterans, etc.

Team projects and/or proposals submitted jointly across various departments/programs are welcome.
PASSHE has implemented Tax Procedure 2015-6 – Reimbursements for Meals to Employees Who Are Not in Overnight Travel Status. This procedure is consistent with IRS regulations, which state that in order for meals that are reimbursed as travel expenses to be excluded from taxable compensation, employees must be traveling overnight and away from their tax home. (Tax home is the general area of work and not the employee's residence.) The application of this policy means that meal expense reimbursements will be paid via payroll rather than accounts payable and taxed as compensation when the employee is not in overnight travel status. For example, if an employee travels to a sampling site for one day, the cost of the lunch is considered taxable and will be paid to the employee via payroll.

Reporting and Other Requirements

Grant recipients must submit a 2-3 page final report indicating how well the experience accomplished your intended goals. Reports can include a teacher/supervisor evaluation of students' achievements of proposed outcomes, performances on any assignments or activities related to outcomes, student feedback about their learning and experiences, evidence of participation and other details regarding programmatic success.

Reports must be submitted within 3 months of completing the project. Failure to submit a report will make grant recipient ineligible for other CSM grants.

Application Guidelines

Submit your proposal as a single PDF file.

Incomplete applications or proposals with multiple files will not be reviewed.

The SEA program provides an opportunity for faculty to gain valuable experience preparing grant proposals that will be peer-reviewed. Receipt of a Student Engagement Award is a scholarly product that carries merit in the teacher-scholar models of many departments and by tenure and promotion committees. Therefore, the quality of the applications is expected to be commensurate with professional and academic standards. The application for a Student Engagement Award must consist of the following materials:

Narrative Description. 4 pages, single-spaced, 12-pt font. Narrative description of the proposed project that contains the components listed below must be provided. The parts of the proposal should be labeled, using the topics below as section headings. The evaluation of the proposal will be based, in part, on how the narrative description addresses these topics.

- **Project Title and Applicant's Name.** As a cover sheet is no longer required, please include the project title and applicant's name on the first page of the proposal, ideally in the header.
- **Purpose and Significance.** Project purpose, description, rationale: Describe the purpose of the project and the student learning and experiential outcomes that will be met by this project and the educational/experiential opportunities students will be provided so they can meet the outcomes. What activities will create the context for this learning? How will you know when/that students have learned what you intended? What artifacts or evidence will you collect in order to confirm their learning?
- **Likelihood of success in meeting student needs and institutional goals.** Indicate the likelihood of the project to successfully engage students in opportunities that will help them achieve the outcomes. Explain how the project supports recruitment and retention efforts and/or other benefits to the College or University.

Budget. 1 page. Budget components must be itemized as specifically as possible, and expenses must be based on research about relevant costs (e.g., current published airfare and other costs, state per diem rates, equipment costs, maintenance plans, hours and wage for workers, etc.). Consultation with the department chair and/or Dean's Office Assistant Dean is recommended. A justification for each item must be provided, explaining why the item is needed to complete the project. If certain items or expenses could be covered through other funding streams (e.g., tech fee, department travel budget, startup funds), please justify the cost to SEA. The funds will not be available for use until you have connected (over email, zoom, phone, or face-to-face) with the Dean's Office Assistant Dean for your pre-award meeting. No purchases will be made until this has occurred and no reimbursements will be processed if this connection has not happened.

Letter of Support. If relevant, include a letter of support from any partner organization, department, program, division, etc.

Résumé. 2 pages. Please include relevant qualifications, experience, publications, and applicable research grants.

Evaluation

The SEA applications will be evaluated by the SEA review committee on the quality of the project proposed and the quality of the proposal submitted. Be advised that it can be difficult to evaluate the quality of the project if the proposal is not written in a manner that clearly addresses all of the components required in the narrative description. Below is the rubric that will be used to evaluate the proposal and the project. The rubric corresponds directly with the SEA guidelines, and applicants are encouraged to use the rubric as a guide as they prepare their proposal.

SEA Evaluation Rubric

Evaluators will score each proposal in the following categories as excellent, very good, good, fair, or poor. The proposals and ratings will therein be discussed in a panel.

Item	E 5	VG 4	G 3	F 2	P 1
Adherence to Guidelines. The proposal includes all of the components required. Page limits are within guidelines: 4-page narrative; 2-page résumé, 1-page budget.					
Project Narrative. The narrative clearly describes the student learning outcomes, how the activities will be carried out to achieve the outcomes, assessment plan involves direct assessment measures, and how the project benefits the College and the University. The proposal can be easily understood by a colleague who is not an expert in the field.					
Budget. The budget components are itemized specifically, and expenses are based on informed estimates that have been appropriately researched. A budget justification for each item is provided, explaining why the item is needed to complete the project.					
Overall Project. The project will advance the opportunities available to the students with experiential, high-impact learning opportunities.					
Total					

E = Excellent   VG = Very Good   G = Good   F = Fair   P = Poor

SEA Scoring Guide

Based on the scores and discussion during the panel, evaluators will then place the proposal in one of the three categories.

1. Highly Competitive
2. Competitive
3. Not Competitive

The recommendations of the panel will be taken into consideration by the Dean, who will make the final decisions on the awards to be made.

Dean's Office Contact

Dr. Lisa Marano
Associate Dean, College of the Sciences and Mathematics
Anderson Hall, 328
West Chester University
West Chester, PA 19383

Phone: 610-436-3521