Application Guidelines for
Community-Engaged Learning (CEL) Grant

January 2019

Division of Learning and Teaching Support and Innovation (LTSI) - University of Victoria

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Prior to applying for a grant in support of teaching and learning, please review Overview of UVic Grants Supporting Teaching and Learning. The following application guidelines are specific to grant applications seeking support for the Community-Engaged Learning (CEL) Grant.
CEL Grant in a Nutshell

Background and Purpose of the CEL Grant
The University of Victoria has a long history of community engagement. UVic’s Strategic Framework (2018-2023) makes a commitment to intensifying dynamic learning; to engaging meaningfully with our external communities—locally, regionally, nationally and internationally; and to promoting civic engagement and global citizenship. The CEL Grant supports these goals.

The CEL Grant provides support for the integration of community-engaged opportunities into undergraduate or graduate curricula through course development or redesign. CEL grants are intended to create an expanding community of faculty members participating in community-engaged learning who can inspire others through their leadership. This grant, established in 2014, is administered by the Division of Learning and Teaching Support and Innovation (LTSI) with funding provided by the Office of the Vice-President Academic and Provost. Learn more about the grant including: the guidelines, application form and recipient commitments. If you have any questions regarding this grant, please contact the CEL Coordinator.

A broad definition of community is intended (including: geographic, government, industry or other external communities of interest). Similarly, a broad range of methods to enhance engagement will be considered.

Eligibility for a CEL Grant
Proposals are encouraged from any UVic academic unit (department/school/Faculty office/research centre/etc.) or instructor. Please note: one grant each year will be held for a qualifying project focused on engagement with Indigenous communities (if no qualifying projects are submitted, this grant will be released to general qualifying applicants). Note that previous recipients of the CEL Grant are eligible to apply.

Project Funding
Grant funding for any project in a given grant cycle is limited to $5,000. Where there are multiple proposals from the same faculty, department or school, we may ask the dean, chair or director to prioritize these proposals within the context of the faculty, department or school strategic plan.

Application Process
Applications must be submitted by 11:59 PM on January 7, 2019. We will notify all applicants of the adjudication decision by email no later than January 25, 2019.

Following are the steps in the application process:
1. Download the CEL grant application form.
2. Complete the CEL grant application form. (Please note the word limit for each item and know that only complete applications will be considered.)
3. Include all requested attachments as applicable.
4. Include all requested signatures. (Information is available on using digital signatures in MS Word.) If you use a physical signature, submit the electronic copy without signature, and send a signed e-copy of page one of the application form to the LTSI.

5. Rename the completed application form <Surname_FirstNameCELEResearch_19.doc> (e.g., Doe_JaneCELEResearch_19.doc) and save as a word file.

6. Email the completed application form and any required attachments to the LTSI.

**CEL Proposal Application Requirements**

**General CEL Grant Criteria and Range of Proposals**

Proposals must focus on improving the student experience through pedagogical design that nurtures learning through community-engagement opportunities.

Preference will be given to projects that 1) develop on-going and meaningful connections with the external community and 2) demonstrate potential for significant large-scale or long-term impact. The adjudication committee will also pay close attention to the number of students directly impacted and to the feasibility of the proposed project within the timeframe and budget presented.

Examples of projects include (but are not limited to):

- projects designed to improve or enhance student learning through community-learning opportunities within the context of a particular course;
- curricular innovation related to community-engagement within a program that is designed to explore or improve the student experience; and,
- integration between student learning and student life experiences, from co-operative education and service learning programs to career planning and life-long learning.

Applicants are expected to be familiar with other work being done locally, nationally or internationally that might pertain to, or inform, their proposed project (e.g., in pedagogy, discipline or topic); such familiarity should be clearly reflected in the proposal.

**Ethical Approval Requirements**

Where applicable, approval from the UVic Human Research Ethics Board is required prior to grant fund dispersal. Projects that include data collection from human participants require Ethical Approval, as do CEL experiences wherein students collect data from human participants during their collaboration with community (e.g., interviews, surveys, participant observation, focus groups). We advise applicants to consult directly with the Human Research Ethics Office about the proposed project. As it may take up to six weeks for the completion of the ethical review process, we advise applicants to begin this process in advance of submitting their grant proposal. All CEL Grant recipients are asked to participate in a 1-hour CEL Ethics workshop (see more in Grant Recipient Goals and Commitments).
CEL Budget and Accounting Requirements

The CEL Grant application form requires that the primary applicant’s Chair/Director indicate support for the project by a signature on the application. This signature is indicating three things:

1) the Chair/Director confirms departmental support for this application, including a commitment to project completion;
2) the administrative officer of the primary applicant’s home unit will assign a distinct account to the primary applicant to be used solely for approved budget items related to the grant (if approved), and the LTSI will have viewing privileges on the account to monitor expenditures; and,
3) the Chair/Director, along with the recipient, commits to assume responsibility for any deficits accrued in the recipient’s distinct account.

CEL grants expire on March 31st the year after the grant is approved. For example, a grant approved in January 2019 would expire on March 31, 2020. On the expiry date of the grant or when the funds have been expended, whichever occurs first, the LTSI will notify the primary applicant’s unit to freeze the account so that no more spending can be incurred. On expiry, the remaining funds will be returned to the LTSI for redistribution in future CEL competitions. Any deficits are the responsibility of the recipient and their unit. If a project should require more time, it would be necessary to contact the LTSI Community-Engaged Learning Coordinator to request approval of an extension.

Funds used for items other than those listed in the approved application budget must be pre-approved by the LTSI.

Eligible and Ineligible Expenses

Applicants may propose using grant funds to hire project and/or research assistants, but they must adhere to all university policies and procedures, including those pertaining to wage rates, vacation pay, and appropriate benefits. Please consult the Human Resources guidelines. Note that vacation pay of 4% is computed on the wage rate, and that benefits pay of 8% is computed on the wage rate + vacation pay¹. Please confirm pay rates with Human Resources to assure you have current values.

Applicants may not use the CEL grant funds for the following:

- To be reimbursed for work related to the proposal or to cover course release funding. Individuals who hope to be hired to work on the grant as, for example, a research assistant, should not be listed as the applicant or co-applicant.
- To purchase equipment or supplies normally supplied by the university.

¹For example, a graduate student serving as a senior assistant (CUPE 4163) after September 1, 2018 and before July 1, 2019 would have a wage rate of $25.63. The 4% vacation pay would increase the wage cost to $26.66 (1.04 * $25.63), and the 8% benefits would increase the wage cost to $28.79 (2.13 * $26.66).
- To use commercial services. If the proposal involves using an outside consultant, the copyright of any “product” remains the property of UVic. Contact LTSI if you have further questions on this issue.
- To cover the costs of academic work, such as journal subscriptions.
- To cover costs of registration for, or travel to, academic conferences.

Proposal Assistance
We recommend that you receive consultation on your proposal well in advance of the proposal deadline. The LTSI will be conducting workshops ahead of the submission deadline to assist you and to answer general questions.

The CEL Coordinator is pleased to provide advice and consultation upon request, at either the proposal stage or the grant implementation stage.

General Questions
For general inquiries about the grant or application process, please contact the LTSI.

Additional Resources
- Information about community-engaged learning, including UVic’s definition of CEL and a glossary of the 15+ types of CEL opportunities (from clinics to work experience).
- The City of Victoria has identified a list of key initiatives to address community needs through collaboration. Explore this document for ways your course may provide an opportunity for students to co-create projects to benefit the local community. Contact the CEL Coordinator for this list.
- Read about past CEL Grant recipient projects.
- Human Research Ethics at UVic provides research ethics advice and project-specific guidance about research occurring in academic courses involving human participants or human biological materials. All CEL Grant recipients are asked to participate in a 1-hour CEL Ethics workshop (see more in Grant Recipient Goals and Commitments).
- Explore the community engagement map to see community-engaged courses and projects that are taking place at UVic.
- Explore the Community-Engaged Learning Quick Guide for more information and supports around CEL at UVic.

Specific Adjudication Criteria

Clarity
Proposed project clearly articulates the project goals and student learning outcomes as they pertain to the improvement of student experiences (through pedagogical, curricular, co-curricular, or cross-institutional processes) that nurture community-engagement opportunities.
Accountability
Comprehensive budget outlining the funding request and how funding will be used. Further, the proposed activities in the plan are tangible and achievable, and maintain exemplary academic integrity.

Respect and Reciprocity
Clearly outlines the relationship with community as pertaining to the proposed CEL endeavour and thoughtfully considers how respect and reciprocity will be encouraged and nurtured throughout the project.

Impact and Sustainability
Clearly defines how the project supports the values expressed by the UVic Edge. (i.e., links to dynamic learning, vital impact and extraordinary environment) and articulates the breadth and depth of the project impact(s). Preference is not towards BIG impact, but rather meaningful and sustainable impact.

CEL Grant Recipients

Grant Recipient Fund Allocation
The adjudication committee reserves the right to determine award funding each year; i.e., CEL Grant recipients do not always receive the entirety of requested funds. Further, see CEL Budget and Accounting Requirements section above for information on how Grant Recipients receive their allocated funds.

Grant Recipient Goals and Commitments
Grant recipients have until March 31, 2020 to complete their projects. Recipients can apply for an extension as needed.

A primary goal of the CEL Grant fund is to create an expanding community of multi-disciplinary faculty members participating in community-engaged learning who can inspire others through their leadership. We hope to build on the success and lessons learned through these projects to inform the broader scholarly community at UVic about the value of CEL and further support the development of CEL research and engagement. Accordingly, grant recipients are asked to commit to the below activities. (Note: Applicants are asked to hold the following dates for grant-holder events in their calendars. The final date of each event will be confirmed early February.) Should the primary and/or co-applicant have an unavoidable conflict with these events, the applicant(s) will inform the LTSI of the designate who will participate.

\footnote{Grant recipients will be provided further information about grant budget and accounting requirements upon notification of their successful application and grant allocation.}
• Attend a **2-hour welcome lunch and orientation workshop** with other grant recipients. Photo services will be present at this workshop to take a group photo.
  o February 7, 2019 (11:30 AM – 1:30 PM)
  o February 8, 2019 (11:30 AM – 1:30 PM)
  o February 11, 2019 (11:30 AM – 1:30 PM)

• Attend a **1-hour CEL ethics workshop** with HREB.
  o February 13, 2019 (12:30 PM – 1:30 PM)
  o February 27, 2019 (10:00 AM – 11:00 AM)
  o February 27, 2019 (3:00 PM – 4:00 PM)

• Submit a **1-page Progress Report** by June 21, 2019.
  o Summarizing the progress, challenges and successes of the project to date.

• Attend **2-hour project progression workshop** with other CEL grant recipients to share goals, principles, and achievements.
  o June 25, 2019 (12:30 PM – 2:30 PM)
  o June 26, 2019 (12:30 PM – 2:30 PM)
  o June 27, 2019 (12:30 PM – 2:30 PM)

• Submit a **2-page Project Accountability Report** (draft due by February 28, 2020, final copy due by March 31, 2020).
  o Summarizing the project—regardless of whether or not the project has been completed—including a detailed budget showing all expenditures for the project to-date.

• Attend a **2-hour workshop and project completion celebration** with other CEL grant recipients to share and celebrate outcomes of CEL Grant projects.
  o March 11, 2020 (12:30 PM – 2:00 PM)
  o March 12, 2020 (11:00 AM – 12:30 PM)
  o March 13, 2020 (3:00 PM – 4:30 PM)