GRAND VALLEY STATE UNIVERSITY
KUTSCHE OFFICE OF LOCAL HISTORY

Kutsche Office of Local History Community Collaboration Grant
2017 – 2018 Call for Proposals

Community Collaboration Grant

The Kutsche Office of Local History helps give voice to diverse communities through history. Today, the Office uses a historical perspective, deep community connections, respect for storytelling, and academic rigor to strengthen communities throughout West Michigan. It does so by bringing together faculty, students, historians, and community members to facilitate conversations and develop programs that leverage the lessons learned from the region's past.

The Office designed this grant program to provide meaningful opportunities for faculty working with students and communities in West Michigan. The program focuses on engaging faculty in the humanities and social sciences working with a **community partner** on celebrating, documenting, and preserving the voices of West Michigan's diverse communities. Faculty projects must reflect the rigorous, methodologies of their discipline. The faculty member must also supervise and mentor a **student** as part of their research project. Mentored research opportunities facilitate students' ability to experience the transformative nature of research, as well as develop professional skills.

Eligibility

Tenure track and tenured faculty are eligible. Preference is given to faculty who have been at GVSU for at least one year and have an interest in building their research in a way that will engage undergraduate students. Please note that the grant cannot be awarded to support a student's independent study (499), Honors Thesis, or S3 project.

The faculty must already have an existing agreement with a community partner or they need to demonstrate a plan for sustained work with the community partner. Projects should reflect a strong commitment to nurture a strong relationship with the community. Please note that the grant cannot be awarded to faculty who have yet to identify a community partner.

Funding Guidelines

The Kutsche Office of Local History will offer two awards annually. Faculty will receive $1,000 to support their local history research. These monies support supplies, transcription, necessary travel for data collection, and other costs of projects. Faculty salaries, additional student support help, meals and incidentals, and faculty conference travel are excluded.

Funding will be provided to hire a student for 8-10 hours/week for two semesters (Spring/Summer, Fall, or Winter).

An additional $300 is available for faculty's work in the community. This work must directly relate to the community-based project. Expenses related to the project, but not directly to the community partner will not be funded.

Application Requirements

The following documents must be submitted as a single PDF document:

1. A proposal as described below (Limited to 6 pages, 12-point font, double-spaced one inch margins)
2. An updated CV
3. A letter of support from community partner
4. A letter of support from faculty member's department chair or unit head
5. HRRC approval or exempt letter or evidence of communication with HRRC regarding their project

Proposal

Section 1: Project description and abstract

Provide a clear, concise description written for generalist audiences. Maximum 500 words.

Section 2 Engagement of undergraduate students

Discuss the quality of the student learning experience and the scaffolded approach to student mentoring. Explain the significance of student support in this project. Maximum 250 words.

Section 3: Engagement of community partner

Describe the nature of the work and its impact on the local community. What is the role of the community partner? Maximum 300 words.

Section 4: Budget

This section should also include a disclosure of all start up funds provided by internal and external sources. The budget must account for items and services related to the project. Justify the purchase of any services, materials, and/or supplies necessary to the project.

Section 5: Project description and timeline

Clearly describe the research to be supported. Demonstrate how this project reflects the sustained commitment to nurture a relationship with the community partner. Provide a timeline for the project that reflects where this work exists within the faculty member's relationship with the community partner (e.g. Is this at the beginning, middle, or end of the faculty member's relationship with the community partner?). Discuss how the work will be carried out. This cannot exceed two, single-spaced pages.

Reporting Guidelines if Awarded Fellowship

Applications are due March 1, 2017. Please submit any questions and completed applications via email to Kimberly McKee, Director of the Kutsche Office of Local History (mckeeki@gvsu.edu). This fund is supported by the Kutsche Office of Local History.

Applicants will be notified by March 17, 2017. Recipients will be recognized at the Annual Local History Roundtable on March 23, 2017. Funding cycle is from July 15, 2017 – June 14, 2018.

Faculty members will be expected to attend the orientation session at the end of April 2017. Students must be trained in research ethics. Students may go to the OURS Research Orientation to fulfill this requirement. A training workshop for students on research ethics will also be held in September 2017.

Faculty and students should be prepared to share the outcome of their research in March 2018 as part of the Kutsche Office of Local History Annual Roundtable.

Please note that a member of the Kutsche Office will contact grant recipients regarding a statement summarizing the funded research and photographs of the faculty member, student, and community partner. The summary and photographs will appear in Kutsche Office promotional materials. Please note that the Kutsche Office of Local History must be identified as a funder of the project in any materials concerning the project. Sample language includes: "[Project name] is made possible in part by a Community Collaboration grant from The Kutsche Office of Local History at Grand Valley State University."