



## 2024 New Harmony Outreach and Engagement Faculty Grant

**Application Deadline: November 6, 2023, 4:30 p.m.**

University of Southern Indiana invites proposals for the USI New Harmony Outreach and Engagement Faculty Grant for the 2024-2025 academic year. Funding for this program is provided by USI Outreach and Engagement to **promote outreach and engagement activities in New Harmony**. Grants are available for projects that will engage faculty and students in learning experiences in New Harmony, while being beneficial to the town.

One grant in the range of \$2,000-\$5,000 is awarded each academic year. Funds are awarded on a competitive basis. Inter-disciplinary collaborative projects involving faculty from different departments are encouraged.

The grant funding provided may be used to cover the following project-related expenses:

- Materials and Supplies: office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project
- Student Workers
- Consulting and professional services by non-USI employees
- Non-capital equipment: durable equipment with a unit price less than \$5,000
- Travel: Any expenses directly related to travel, such as airfare, lodging, mileage, per diem, etc. incurred during the time frame of the research project. Use of funds for travel are subject to the current USI [travel policies](#), which are subject to change.
- Other: anything that does not fit into one of the above categories or categories listed on the budget form, such as rental or usage charges for equipment at another institution or payment to research subjects

*Note: The grant does not provide funding for faculty compensation such as a stipend or release time.*

Examples of subject areas for study might include:

- Small town sustainability
- Market analysis
- Audience research
- Business development
- Housing analysis
- Education in rural communities
- Sociological aspects of aging communities
- Healthcare in rural communities
- Science education

Past projects can be found on the [New Harmony Outreach and Engagement Grant](#) webpage.

**IMPORTANT: Projects must be designed and completed in consultation with the staff of Historic New Harmony. Potential applicants must contact Heidi Taylor-Caudill, Collections & Community Engagement Manager, to discuss potential project ideas prior to submission. Heidi can be reached at 812-682-6133 or [htaylorca@usi.edu](mailto:htaylorca@usi.edu).**

### **Eligibility**

1. Applicants must hold full-time faculty positions at the time of application and be returning to campus for the 2024-2025 academic year. Applicants not returning will be responsible for repayment of any funding awarded.
2. Applicants must be up to date on all reports from prior internal awards.
3. Recipients of a USI Summer Research Fellowship are not eligible to receive a concurrent USI New Harmony Outreach and Engagement Grant.
4. Applicants must have contacted Historic New Harmony to discuss potential projects prior to submission.
5. Applicants must have identified a willing New Harmony partner organization.
6. Projects should have specified outcomes that are measurable upon completion of the project.

### **Award Information and Deliverables**

The grant awardees will be notified in January. Acceptance of the grant implies that the recipient will complete the project during the next academic year.

Deliverables include an interim progress report due January 15, 2025, and a final report and presentation to interested stakeholders, including Historic New Harmony, due within 60 days of project completion and no later than June 30, 2025.

If project is not completed, faculty will be responsible for the return of funds dispersed.

### **Review Criteria**

1. Clarity of objectives and project description
2. Feasibility—the ability to complete the project by June 30, 2025.
3. Relevance to the applicant’s academic discipline(s) and benefit to the applicant’s professional development
4. Benefit to New Harmony and the partner agency
5. First time recipients will receive priority consideration

### **Proposal Review and Selection Process**

We anticipate that there will always be more proposals submitted than can be funded. All requests for funding undergo a review process by a committee that includes the Executive Director for Outreach and Engagement, the Director of Community Engagement and Historic New Harmony and the Assistant Director of Historic New Harmony.

### **Acknowledgment**


All work resulting from the New Harmony Faculty Grant must include an acknowledgement of Historic New Harmony.

## **Application Instructions**

Please include all of the following items as part of the application:

1. Project Description (5-page limit, with 12-point font, single spaced)  
*Attach a project description in the document section addressing the following five criteria:*
  - a. **Describe the project.** Clearly explain the objectives of the proposed project, the methods you will use, and the expected measurable outcomes. Use language easily understood by readers from other disciplines. Include in this section if you are applying for or receiving additional funds from other sources. If so, provide the name of the agency/program, and details on what part of the work and budget is included in other proposals and what will be funded by the New Harmony Outreach and Engagement Faculty Grant.
  - b. Demonstrate the **scholarly significance** of the project. Set the proposed project in the framework of other scholarship in the discipline and establish its importance and/or originality.
  - c. Identify a person and/or organization in New Harmony who has agreed to **partner** on this project. Include a letter of partnership from this person or organization.
  - d. Document the **benefit** of the project to **New Harmony**. Identify specific organizations, businesses, programs, or populations which will benefit directly and indirectly from this project. Describe how the knowledge and/or outcomes will be disseminated.
  - e. **Describe how the project will be completed** with the available resources and within the time allowed. Provide a detailed budget and note any other available funding that may be used in conjunction with this grant. Also provide a timeline for the project. See budget and budget justification instructions below.
2. Complete the Research and Related (R&R) budget in CAYUSE detailing how the grant will be used. See CAYUSE budget instructions on the OSPR website at: [www.usi.edu/sponsored-projects/cayuse-424](http://www.usi.edu/sponsored-projects/cayuse-424).
3. Attach a Budget Justification that supports the line-item budget. An example can be found at on the OSPR website at [www.usi.edu/sponsored-projects/grant-proposal-and-federal-contract-development](http://www.usi.edu/sponsored-projects/grant-proposal-and-federal-contract-development).
4. Attach additional documents (as pdf files) in the document section:
  - Letter(s) of support/site approval from any organizations you will work with on the project.
  - A short CV (2 page maximum) highlighting your experience related to this project.
  - Other related materials such as surveys, focus group manuals, etc. that will be used for the project.

## **Application Submission**

1. Submit an **Intent to Apply for internal grant application** form to OSPR no later than **October 30, 2023**. The Qualtrics form can be found on the OSPR website at [www.usi.edu/sponsored-projects/internal-awards-and-grants](http://www.usi.edu/sponsored-projects/internal-awards-and-grants).
2. Once OSPRA has received the Intent to Apply notice, we will create the proposal file in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.
3. Access CAYUSE 424 through **myUSI** (my.usi.edu)
  - a. Use your USI credentials to log-in to myUSI
  - b. Look for the CAYUSE 424 icon under USI Online Services: 

- c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.
4. Complete the R&R budget in CAYUSE 424 detailing how the grant will be used. See CAYUSE budget instructions on the OSPR website at [www.usi.edu/sponsored-projects/cayuse-424](http://www.usi.edu/sponsored-projects/cayuse-424).
5. Attach a Budget Justification that supports the line-item budget. The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K. An example can be found at on the OSPR website at [www.usi.edu/sponsored-projects/grant-proposal-and-federal-contract-development](http://www.usi.edu/sponsored-projects/grant-proposal-and-federal-contract-development).
6. Attach separate pdf files including the following to the documents section under Proposal Summary in CAYUSE:
  - a. Project Description (5 page maximum)
  - b. Letter(s) of support/site approval
  - c. Short CV (2 page maximum)
  - d. Other related materials
 See detailed directions at [www.usi.edu/sponsored-projects/cayuse-424](http://www.usi.edu/sponsored-projects/cayuse-424).
7. Submit the proposal for routing through CAYUSE 424 no later than **4:30 p.m. on November 6, 2023**.  
**Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the routing and approval section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.**

### **Budget Stipulations and Regulations**

- The amount requested should accurately reflect the cost of completing the project, up to a maximum of \$5,000.
- Grant funds may be used for the following:
  - Student workers
  - Consultant fees
  - Materials & Supplies: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
  - Non-Capital Equipment: Durable equipment with a unit price less than \$5,000.
  - Travel: Use of funds for travel are subject to the current USI [travel policies](#), which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances, travel might be approved, and other trips might not be approved due to the country's travel warnings and restrictions.
  - Other: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment at another institution or payment to research subjects.
- All requested budget items must conform to University accounting policies and procedures.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- Mileage and per diem are based on current University rates.
- Student wages are based upon the current University hourly wage (typically \$7.25 an hour). If the student worker is not enrolled in classes at the time of the work (such as during the summer), FICA must be included.

### **Policies and Regulations**

University of Southern Indiana rules, regulations, and policies regarding the use of human subjects,

animal care, biosafety, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate University policies apply. Faculty are responsible for following the established University compliance procedures regarding these rules and regulations. Faculty may obtain additional information regarding these policies from the [Office of Sponsored Projects and Research](#) (OSPR).

All projects including human subjects must receive IRB approval prior to the start of data collection and before any funding is released.

### **Fiscal Regulations**

The expenditure of funds from this program follows normal USI policies and procedures.

### **Notification**

Applicants will receive notification of the status of their proposal no later than February 9, 2024.

### **Reporting Requirements**

Recipients of the New Harmony Outreach and Engagement Faculty Grant are required to submit an interim progress report by January 15, 2025, and a final report and presentation to interested stakeholders, including Historic New Harmony, within 60 days of project completion and no later than June 30, 2025.

### **Deadlines**

New Harmony Outreach and Engagement Grant applications are due no later than **4:30 p.m. on November 6, 2023**, via CAYUSE424. Only electronic submissions through CAYUSE will be accepted.

Questions? Contact OSPR at [sponsored.projects@usi.edu](mailto:sponsored.projects@usi.edu).