

ENGAGED CORNELL COOPERATIVE EXTENSION STUDENT PROJECTS
ENGAGED CORNELL and CORNELL COOPERATIVE EXTENSION
Request for Proposals (RFP) 2016

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PURPOSE

To address current and emergent needs of New York state communities—identified by Cornell Cooperative Extension (CCE) county/borough Associations and their constituents—through multidisciplinary teams of Cornell University students and faculty.

Engaged Cornell Cooperative Extension Student Projects *are* intended to support:

- proposals submitted by Associations that advance the partnership with Cornell faculty and students;
- projects that can be supported by undergraduate, graduate, and/or professional students;
- collaborative working environments for multidisciplinary and/or cross-college teams of students;
- students and faculty in all of Cornell’s colleges and schools;
- student participation through existing coursework for credit, research credit, internship, work study, honors thesis, or other.

Engaged Cornell Cooperative Extension Student Projects *are not* intended to support:

- individual student participation;
- projects based outside of New York state;
- course development (See “[Engaged Curriculum Grants](#)” for that opportunity).

ELIGIBILITY

Associations

Proposals may be submitted by any Cornell Cooperative Extension Association, or a combination of Associations.

Faculty

Cornell collaborators may be actively tenured/tenure-track (T*TT) faculty or academic staff (e.g., senior extension associates, senior lecturers, senior research associates, and research scientists).

Teams may have a maximum of five faculty members.

Students

Student teams may include undergraduate, graduate, and/or professional students.

FUNDING

Awards will not exceed \$20,000 and will have a term of one year.

APPLICATION PROCESS AND TIMELINE

The Engaged Cornell Cooperative Extension Student Projects grants use a two-step application process that (1) first accepts proposals from Associations that identify current/emergent needs, and (2) then calls for faculty members to respond with a plan for addressing the project.

Prospective applicants are encouraged to [consult Engaged Cornell](#) at any time during the application process, outlined below.



PROPOSAL GUIDELINES

Successful proposals will describe student community-engagement opportunities that embody reciprocity, ethical action, and respect for multiple perspectives and forms of knowledge.

Association Proposals

Association proposals (step 1) should describe the overarching goals of the Association(s) and how the proposed project will help the Association(s) achieve those goals by addressing specific problems.

Association proposals will:

- describe the challenge or need that will be addressed by the project;
- identify the disciplinary expertise needed to address the challenge or need, including consideration of multidisciplinary approaches;
- address how student involvement will help lead to solutions.

Association applicants should describe any existing organizational systems that educate or otherwise support students and community partners (e.g., local county/borough offices, non-profits, etc.) involved in the project. If other community partners will play a major role in the project, a letter of support from each partner is required. The letter(s) should describe the role that the community partner expects to play in the collaboration and how they will interact with students.

Faculty Proposals

Faculty collaborators (step 2) should:

- describe and justify the disciplinary approach to the project, including the contributions of the students;
- state how the proposed experiences will help students achieve one or more of the following [learning outcomes](#):
 - civic engagement
 - intercultural competence
 - integrative learning
 - critical reflection
 - ethical practice

REVIEW PROCESS AND SELECTION CRITERIA

Step 1: Association Proposals

Engaged Cornell and CCE leadership will review Association project proposals.

Applications will be evaluated according to the following criteria:

- clear presentation of the challenge or need
- plan to assess the benefit of the project to the community
- programmatic strength of the environment(s) in which students will work and the plan for supervision of students
- active participation by the Association and/or community partner(s) in the project
- implementation of multidisciplinary approaches
- opportunity for the project to increase the number of Associations in close partnership with Cornell and to diversify the colleges and departments working with Associations

Step 2: Faculty Proposals

Successful Association proposals will be announced and faculty members will submit a plan for developing or approaching the project and creating a student team.

Faculty responses will be evaluated according to the following criteria:

- likelihood that the project strategy will address the expressed need or challenge
- active role of the faculty collaborator(s) in the project
- intended student learning outcomes, level of achievement, and assessment strategy
- supplementary programming, trainings, or coursework
- opportunities for students to publish and/or present their work
- diversity of disciplines, departments, and/or colleges represented in the project team

EXPECTATIONS AND DELIVERABLES

Association Staff

1. Attend an orientation with student and faculty teams (scheduled to coordinate with regular visits to Ithaca)
2. Work with faculty collaborators and students to submit a final report

Faculty

1. Provide oversight for the duration of the project
2. Work with Association(s) to support community objectives, student learning outcomes, and provide input into the Association's final report
3. Make at least one visit to the project site
4. Work with Association(s) to provide Engaged Cornell and relevant community partners a list of scholarly publications, grants, reports, presentations, or other products that emerge from this collaborative work (including links or electronic copies, whenever possible)

Students

1. Meet the project deliverables as identified by Association(s)
2. Contribute to the final report

Faculty and Students

1. Attend these three professional-development programs offered by CCE:
 - a. two-hour team building session
 - b. two-hour reflection session upon the finalization of the project
 - c. CCE's Annual Internship Reception (typically held in September)

BUDGET

Note: Budgets will be finalized during step 2 after Association, partner, faculty, and student scope is defined.

Allowable Expenses

- Association
 - support for student mentoring and supervision will be provided at up to \$500 per student to a maximum of \$2,500
 - expenses directly related to the Association's or community's participation in the student project; requires rationale and justification.
- Faculty
 - stipend of \$500 for each faculty collaborator in the project team; maximum of \$2,500; teams are limited to five faculty members, see Faculty eligibility, above
- Student
 - travel, meals, and lodging associated with projects conducted off campus
 - direct costs incurred by students while participating in projects
 - participation in conferences, workshops, or costs of publications
 - systems that support the student project (e.g., software, enrollment in online training, etc.)
 - wages for students (e.g., work study, other)

Information about Cornell student employment is available online at:

- <http://studentemployment.cornell.edu/federal-work-study>
- <http://studentemployment.cornell.edu/policies>

Unallowable Expenses

- overhead and indirect costs (IDC)
- tuition
- salary for Association staff, faculty, or other team members
- salary for consultants
- capital projects
- equipment

INSTRUCTIONS

Step 1: for Associations

Proposals must be submitted via [online forms](#), and include the following information, within the space limits described on the form:

1. Name(s) of the Association(s) involved
2. Names of Association(s) team members and their titles
3. Signature endorsements from the Association executive director
4. Letter of collaboration from any additional community partner(s), describing the role that the community partner(s) expects to play in the collaboration and how they will interact with students (if appropriate)
5. Timeframe of project (e.g., summer, semester, year long)
6. Abstract/summary: executive summary of the proposal that describes its rationale, key features, goals, and intended benefits to community partner(s) and students
7. Narrative that describes:
 - the challenge or need to be addressed by the student project;
 - the plan to assess the benefit of the project to the community;
 - the role of the Association(s) and community partner(s) in the project, including the plan for student supervision;
 - how the project would diversify Cornell's participation in the interests of Associations.

Step 2: for Faculty

Faculty responses to Association proposals must be submitted via [online forms](#), and include the following information, within the space limits described on the form:

1. Names of team members and their colleges/schools, departments, and units
2. Signature endorsements from department chair(s) or unit director(s) and/or dean(s)
3. Brief narrative that describes:
 - the desired student team and their fields of study (undergraduate, graduate, and/or professional students; majors or fields);
 - how the team will address the need or challenge presented in the Association's proposal;
 - how the experience will promote the desired [learning outcomes, level of achievement](#), and how this learning/achievement will be assessed;
 - the vehicle for student participation (e.g., through existing coursework for credit, research credit, internship, work study, honors thesis, other);
 - the role that faculty collaborator(s) will play in the project;
 - supplementary programming, trainings, or coursework needed to prepare students for this project and the anticipated opportunities for students to publish and/or present findings/scholarship.
4. Budget that outlines Association, partner, faculty, and student support costs
5. Budget justification that is aligned directly with budget categories

CHECKLIST

Step 1: for Associations

- A. Proposals
- B. Letter(s) from any additional community partners
- C. Signatures/endorsements

Step 2: for Faculty

- A. Proposal
- B. Signatures/endorsements
- C. Budget and budget justification