SEED Carrot, Singular and Community Matching
Engaged Learning Grant Application

We respect the time and effort that goes into applying for a grant. Before developing an application, please review the Engaged Learning website (https://www.uvu.edu/undergrad-research/faculty-research/index.html) to determine if the request fits within the scope of the Grants for Engaged Learning.

There are three types of Engaged Learning programs, 1) Seed Carrot projects intended to provide project startup funds enabling the pursuit of long-term sustainability. This is a LONG TERM Project with $15,000 per year for two years with the intent of applying for external funding/endowments after the two years. 2) Singular projects up to $10,000 for one year that are one-time, but have a high potential impact. 3) Community Matching Projects up to $5,000 involve projects with clearly defined and measurable deliverables for community partners, which immerse students into real-world, applied experiences. These grants promote projects that emphasize current UVU priorities to include areas such as Inclusion, first-generation, completion/retention, or targets the freshmen, and the sophomore level. Please review the Engaged Learning website for the requirements for each specific program. Projects will not be considered submitted until the DocuSign is completed with all signatures.

All awarded SEED Carrot project recipients will be required to meet with the Program Director of Proposal Development to collaborate on long-term funding sources to extend the life of the project.

All projects that have an Intellectual Property component will be governed by UVU IP Policy 136 (https://www.uvu.edu/policies/manual.html). UVU owns all IP created through a GEL grant as such financial support constitutes a significant use of UVU resources. If a creator wishes to bring their own prior IP into a GEL project, a contract between UVU and the creator must be entered into prior to beginning the GEL project, the contract including a description of the prior IP, ownership rights and licenses, and any revenue sharing. The creator must take the initiative in completing this contract prior to beginning any GEL project. If such contract is not completed, and the creator receives funding for the GEL project, UVU will have full ownership of the IP in the resulting work.

Project Information

Principal Investigator Name: (Last, First MI) _________________

UVID: ____________

Phone Number: __________________

Email Address: __________________

Grant Type (choose one): 2 Year SEED Carrot Singular Community Matching

Date Submitted: __________________

College (choose one):

Department (choose one):

Project Title:
Project Abstract:

Budget Request: $__________ (Total dollar amount you are requesting from this grant, round to nearest dollar)

Attach your budget spreadsheet here:________

(You can access this document at: https://www.uvu.edu/undergrad-research/student-research/docs/grant_timeline_budget_and_support.xlsx)

International Travel

Is International travel required: (select one)  Yes  No

By selecting yes the Office for Global Engagement will be notified of your intent to travel. If you have any questions regarding the requirements for international travel, please contact Carlos Alarco at Carlos.Alarco@uvu.edu or visit uvu.edu/global/faculty/intravelreg.html.

Engagement

What is the type of Engagement: (select one)

- Engaged Service
- Engaged Teaching Learning and Leadership
- Engaged Research
- Creative Works

IRB

Does this research require IRB approval? (Select one)  Yes  No

If you selected yes, what is your IRB protocol number? __________________ (IRB applications are submitted via Axiom Mentor, for more information please see the uvu.edu/IRB webpage.)
Project Introduction: (Establish context, clearly convey mission in relation to the project, brief description of project beneficiaries, indicate how project will advance field, clearly understood by a lay audience)

Project Statement of Need: (Convey the magnitude of the situation/problem address, describe sources/causes of situation/problem address, explain why the project goal is realistic and attainable, provide statistical facts and figures, explain benefits of desired outcome, and explain long-term effects)
**Project Background:** (Describe prior work and accomplishments, if applicable, establish current status of the field)


**Project Goals and Objectives:** (Describe the project outcome, are the goals related to the need of the target beneficiaries, do the goals directly relate to the statement of needs, are the objectives specific and measurable?)


**Impact on Students, Community, and Discipline**
(Description of impact on students, community or discipline, learning objectives for students, assessments used to measure student impact, convey direct impact of project on the students, how students, community or discipline will benefit from project, assessments to measure the impact, what is the direct impact, how enduring is the project, describe the level of academic/intellectual inquiry)

UVU Student involvement by numbers:

Freshman _____ Sophomore _____ Junior _____ Senior _____

Community Focus: (Select the most applicable one only)

Academic/Discipline     UVU     Local     State     World

Number of Community involved/affected: ___________

**Faculty/Student Involvement**
(Please list all those that will be directly working on the project that are known at this time to include: Name, UVID, and role per individual. This will be required in detail in your final report as well.)
Evaluation
(Describe evaluation procedures for your objectives, are measures both qualitative and quantitative, who will be involved in the evaluation process, identify sources of data, collection and analysis methods, detail any instruments/tools used, describe how evaluation will be used for improvements)

Sustainability
(How viable is the project beyond the GEL funding period? What is the plan for continuation beyond grand funding and their source of funding?)
Dissemination

(Dissemination plan, timetable including project milestones, do any aspect of the project have replication potential?)

Principal Investigator

The Principal Investigator must sign the form below to indicate they have read and understand UVU’s policies and procedures ([www.uvu.edu/policies/officialpolicy](http://www.uvu.edu/policies/officialpolicy)). The grantee must also receive proper approval from the IRB if the project involves research concerning human subjects and will abide by all General Terms and Conditions of GEL Grants*. Identifying any special terms and conditions at the outset is critical to assure appropriate post-award management of the grant. Acceptance of GEL funds implies acceptance of these terms and conditions. Failure to comply will result in appropriate action relative to university policies and procedures. (e.g., if unauthorized funds are spent, those funds must be repaid through the grantee’s department or school).

*General Terms and Conditions of GEL Grants
Acceptance of a GEL grant to conduct an approved project obligates the receiver to use the funds as specified in the approved grant application and within university policy, state and/or federal regulations. Any change in the scope or direction of an approved project must be reported to the Office of Engaged Learning prior to implementing the change.

When accepting a grant from the GEL program, the grantee must become familiar with all relevant university policies, as well as any state or federal statutes, regulations, etc. that may apply. The Office of Compliance Services can assist grantees in addressing such obligations. The grantee must comply with the General Guidelines for Managing a GEL Grant, including the timely designation of a responsible party to oversee the financial obligations of the grant. Funds cannot be accessed until the grantee has read all GEL Orientation documentation and receives a BANNER index. It is important that the grantee put in place a sound plan for maintaining appropriate documentation of expenses and expenditures at the outset of a project. A plan for reporting project outcomes should be completed as early as possible in the project.

GEL Grantees will be expected to complete all of the following:
1. Grantee must read all Orientation and complete the required Acceptance of Award DocuSign before access to the funds will be permissible.
2. Interim and final reports for Carrot and final reports for Community and Singular grants via DocuSign.
3. Budget reconciliation report for all grant types attached to DocuSign.

Printed Name: _______________________________ Signature: ____________________________________ Date: ________________

Department Chair

I understand the scope of this project and fully support it.

Does this GEL proposal include funding for course re-assigned time? YES NO

If yes, do you agree to allow the applicant one course re-assigned time? YES NO
Financial Manager

I have reviewed this proposal and agree that it conforms to the budget rules of the University.

Comments:

Printed Name: ____________________________ Phone: _______________________ Email: __________________________
Signature: ________________________________ Date: ________________

Dean

I understand the scope of this project and fully support it. I have reviewed this proposal and agree that it conforms to the budget rules of the University.

Does this GEL proposal include funding for course re-assigned time? YES NO
If yes, do you agree to allow the applicant one course re-assigned time? YES NO

Comments:

Printed Name: ____________________________ Phone: _______________________ Email: __________________________
Signature: ________________________________ Date: ________________