Center for Rural Engagement
Project Proposal Guidelines

Background
The Indiana University Center for Rural Engagement (CRE) transforms the relationship between the flagship campus of the state’s largest and most comprehensive university and its neighbors in rural Indiana (see Enclosure 1: The Initial and Current Geographical Footprint) by facilitating community-based research and projects—in conjunction with local, regional, and statewide partners—that improve the lives and opportunities of Hoosiers. Working in full-spectrum community innovation, the CRE builds vision, harnesses assets, and cultivates sustainable leadership structures within the communities with which it engages to ensure long-term growth and success.

The CRE strives to work with rural communities to discover and deploy evidence-based and scalable solutions to community-identified problems; to work with our partners to develop a sense of shared future in the state; and to demonstrate how a research university’s broad resources can be marshalled to improve the wellbeing of rural communities. The CRE’s current emphasis is on health and well-being; quality of place; and resilient communities.

Vision
The vision for the Indiana University Center for Rural Engagement is to serve as a vital and pivotal national model for connecting the distinctive resources of a state comprehensive flagship research and teaching university to the needs and future of the state’s rural residents and communities.

We believe that IU staff, faculty, and students are interested in extending the reach of their research and teaching in order to enhance community engagement and explore ways to further develop meaningful and vibrant rural partnerships. Doing so is an investment in the lives of Hoosiers and IU students and faculty.

The CRE supports and enhances the work of IU faculty, students, and staff on rural issues through applied research, community impact projects, community-engaged teaching, and student service to reach shared outcomes and goals of communities, regional partners, and Indiana University. Moreover, the CRE fosters teamwork and strong relationships with interdisciplinary partners and uses this knowledge and situational awareness of the southern Indiana rural region to more effectively deploy
projects that are predicated on addressing community issues over the long term. Developing and implementing an engagement model with rural communities is essential to 1) attract and retain Indiana residents by enhancing employment, recreation, water quality, food security, and educational opportunities; 2) strengthen housing and public infrastructure, and arts and culture engagement; and 3) improve healthy and sustainable lifestyles (see Enclosure 2: Types of Projects by County).

**Mission**

The mission of the CRE is to partner with rural communities to improve Hoosier lives. It does so by providing rural communities and small regional cities with access to IU’s cultural assets, research, data, community-engaged teaching, and student service. The CRE builds, coordinates, and deepens sustained relationships between communities and the University to address rural challenges and opportunities.

The CRE aims to create a well-developed and tested community revitalization model which can be adapted and scaled to generate and activate dynamic vision for a

**Values**

The Center for Rural Engagement’s values include collaboration, partnership, trust, community focus, sustained involvement, stewardship, and accessibility.

**Areas of focus**

- **Health**—mental and physical wellbeing Hoosier
- **Quality of Place**—arts, culture, and built environment
- **Resilience**—food and water quality, and the stewardship of parks, trails, and recreational assets
**Strategic goals**

**Health**

Goal 1: Address major chronic and lifestyle conditions, specifically type 2 diabetes, hypertension, and obesity. Reduce new cases of type 2 diabetes, hypertension, and obesity among adults ages 18 and older. Promote health and reduce chronic disease risk through healthful diets and physical activity.

Goal 2: Improve the health and well-being of women, children, and families. Reduce pregnancies among adolescent females ages 15 to 17 years old. Increase abstinence from alcohol, cigarettes, and illicit drugs among women during and after pregnancy. Increase the proportion of women who receive early and adequate prenatal and postnatal care.

Goal 3: Reduce the cumulative impact of substance abuse in Lawrence, Orange, Daviess, and Martin counties.

**Quality of Place**

Goal 1: Develop a replicable, collaborative rural regional housing planning process and model, launching the first plan by 2020 that will create 500 new housing units for varied income levels for the counties of Monroe, Owen, Greene, Orange, and Lawrence. Replicate the planning process with two other regional areas by 202.

Goal 2: Drawing on IU Bloomington’s considerable strengths in the arts and humanities, design and test a scalable, replicable, and sustainable process to build community capacity for social and cultural capital in at least three rural Indiana communities in order to build sense of place and enhance the ability of rural communities to grow and thrive.

Goal 3: Working with three communities, create a comprehensive community development plan which includes activities and public places for interaction, downtown revitalization, diversified housing plans, broadband, and access to health care.

**Resilience**

Goal 1: Create and begin to implement a local food value chain advancement plan for regional food producers to affect an increase in food grown within the Indiana Uplands and a 5 percent increase in consumption of locally grown food by Uplands residents by 2021.
Goal 2: By 2021, conduct three regional analyses to inform the communities of the Indiana Uplands on the environmental, economic, health, and social impacts of the distinctive karst geography on the region’s water quality and supply.

Goal 3: Lead an education, promotion, and development campaign for parks, trails, and recreation to attract 10 percent more visits to parks and recreation facilities in the Indiana Uplands region by 2021.

**Eligibility**

Funding provided by the CRE is available to the following: Indiana University units (all campuses), individual IU faculty (regardless of tenure status), staff, and students (must have a faculty advisor that supervises and will sign the MOU). The primary recipients of funding are IU partnerships, but the CRE will consider requests from community organizations that are aligned with an IU partner.

**Appropriate use of funds**

In accordance with policy, fund transfers between grant accounts are not permitted. Therefore, all project expenses must be charged directly to CRE grant accounts in coordination with the CRE business office and expended in compliance with university policies and procedures. If the project incurs expenses not related or over the proposed budget, it will be the proposer’s unit that will be responsible for the cost. Permitted use of funds include but are not limited to the following:

- Student/faculty/staff pay
- Hospitality (food and beverages)
- Honorariums for speakers
- Rental space for events
- Travel expenses
- Project supplies and materials
- Performance services
- Print materials to promote the program/project and for use during the program/project
- Physical and digital displays and exhibits

Not permitted use of funds (Not exhaustive)

- Private initiatives
- Support of political organizations, events, and speech
- Donations
Funding amount

For fall 2019 proposals, the CRE is planning to fund up to $3 million in collaborative projects that align with the CRE and our community partners. Funding amounts range from a few thousand dollars up to $350,000. However, if there is a proposal that exceeds this amount, the CRE will collaborate with the PI and other entities to see if funding can be secured. Funding is available for a single event to up to a one-year duration (not to extend past 1 December 2020). Projects can continue past December 2020 but funding the proposal cannot.

Proposal requirements

Applied Research Proposal

Applied research is quantitative or qualitative research which can be community-placed, community-engaged, or community-based participatory research that contributes to not only domain knowledge of an academic discipline but also strengthens the wellbeing of a rural community. Additionally, this endeavor produces information and data that will result in an applied base knowledge publication or attempted publication. These proposals may or may not need an IRB approval. Applied research proposals will be reviewed and evaluated by the CRE Proposal Review Committee as well as the CRE Proposal Peer Review Team. Additionally, all research projects must follow responsible conduct of research and comply with human subject testing applicable policies and IU guidelines. If your research involves human subjects or is regulated by the Food and Drug Administration (FDA), it requires review and approval from an institutional review board (IRB) or the Human Subjects Office. See the link below to the Office of the Vice Provost for Research for a step-by-step overview of the IRB process. https://research.iu.edu/compliance/human-subjects/index.html. No funding will be awarded until the necessary training (https://research.iu.edu/training/required/human-subjects.html) has been completed and the appropriate study forms have been approved by IU's IRB.

See Enclosure 3 (CRE Applied Research Proposal Template) and Enclosure 5 (Proposal Budget Worksheet).

Community Impact Proposal

This is a collaborative project between a community and the CRE which is primarily focused on developing community capacity and providing services or deliverables to a community. A proposed project builds on an already successful platform or starts a new thread all the while empowering community partners to nurture their assets. Examples of previous projects include the following: developing a free, online trauma informed care training module for community members; creating four detailed topographic maps highlighting trail systems, recreational facilities, and public/private
lands; and aligning faculty and students from the arts with communities to help create robust art and culture community implementation. Community impact proposals will be reviewed and evaluated by the CRE Proposal Review Committee.

See Enclosure 4 (CRE Community Impact Proposal Template) and Enclosure 5 (Proposal Budget Worksheet).

**Deadlines**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Proposal Due Date</th>
<th>Proposal Outcome Announced</th>
<th>Funds Available to Begin Project</th>
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</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>October 15, 2019</td>
<td>December 2019</td>
<td>January 2020</td>
</tr>
</tbody>
</table>

**CRE Proposal Review Committee Outcomes**

CRE staff will evaluate proposals to ensure that minimum standards are met. Proposals that meet minimum standards will be forwarded to the Office of Budgetary Administration and Planning for review as well as to the CRE Proposal Review Committee and then to the CRE Proposal Peer Review Team (if applicable). The CRE Proposal Review Committee will then select projects that best match the CRE’s goals, focus areas, values, and have robust methodology, rigor, and substance. Applicants will be notified about committee decisions to either confirm acceptance or explain proposal rejection. The CRE’s Proposal Review Committee has established a review rubric that it will use to evaluate submitted proposals to ensure that a proposal aligns with our goals and is collaborative with community partners resulting in an identifiable community benefit. (See Enclosure 7: Proposal Selection Rubric).

The Proposal Review Committee issues three possible recommendations for proposals. These recommendations are the following:

*Declined:* The CRE Proposal Review Committee will decline proposals that it does not believe addresses the CRE’s goals and values or lacks substance and rigor.

*Hold for Future Consideration:* The CRE Proposal Review Committee will hold proposals for future consideration if they meet the CRE’s goals and values but are not selected upon initial review.

*Approved:* The CRE Proposal Review Committee will approve proposals that best address and align with the CRE’s goals and values.
**Award process**

Proposals approved by the CRE Proposal Review Committee will need to meet ongoing requirements to secure funding. The CRE and the Principal Investigator (PI) will sign a Memorandum of Understanding (MOU). The MOU will outline requirements and deliverables. For all projects, funds not expended by the conclusion of the project will be returned to the CRE. The CRE will provide templates for required reports. Any equipment purchased remains the property of the CRE after the project is completed. No monies can be spent until the MOU has been signed by all parties. Funded PIs must attend the CRE Proposal Inbrief meeting that details IRB procedures, communications, metrics and outcomes, budget processes, and other CRE requirements and stipulations.

**Sumissions**

Submit proposals through InfoReady at [https://iu.infoready4.com](https://iu.infoready4.com)

Search:

IU Center for Rural Engagement Applied Research Proposal

or

IU Center for Rural Engagement Community Impact Proposal

Applicants must upload their proposal, budget, letters of support, and biographical (bio) sketch via InfoReady. Only PI or Co-PI bio sketches are required.

*See Enclosure 5 (CRE Proposal Budget Worksheet) which can be downloaded at [https://iu.app.box.com/file/518262975](https://iu.app.box.com/file/518262975)*

*See Enclosure 6 (CRE Bio Sketch Template).*

**Point of contact**

Prospective proposers are encouraged to contact Todd Burkhardt, Ph.D., Director of Campus Partnerships, at toddburk@iu.edu or (812) 855-1822 with questions or for guidance in aligning proposal work with specific community needs and goals of the CRE.
Enclosure 1: Geographical Footprint

The Uplands Map

Initial focus was 11 counties
Current Geographical Footprint

Currently involved with 26 counties
Enclosure 2: Types of Projects by County
Enclosure 3: CRE Applied Research Proposal Template

Proposal Title

Proposal Summary:
Very brief overview of the proposal

Hypothesis:
Question to be answered

Proposal Goal:
Articulated as a SMART Goal: Specific, Measurable, Achievable, Relevant, and Time bound

Introduction and Background:
Address the situation, challenges, and opportunities

Literature Review:
Sufficient to understand the scope of the work and how this work will further understanding

Justification:
Rationale for the proposal and how it is aligned with the CRE’s goals, vision, and values

Key Community Stakeholders:
Who/what are the essential partners/entities that your team will work with

Methodology:
Data collection methods, instruments, and analysis methods

Control Measures:
Mechanism to retain quality of research

Participants:
Study population and sample size. Please indicate if this study will require IRB approval and compliance plan

Citizen Scientists:
Identify how you can and would incorporate this component into the project

Inherent Risks:
Potential for losses from operating within the circumstances in which the proposal was proposed
Proposed Timeline:
Schedule of project progression

Evaluations and Outcomes:
A set of measurable outputs and/or outcomes

Deliverable Products:
Sharable data, newspaper article, journal article, etc.

References:
A comprehensive list of sources that were used in the development of this proposal

Appendices:
Surveys, questionnaires, etc.
Enclosure 4: CRE Community Impact Proposal Template

Proposal Title

Proposal Summary:
Very brief overview of the proposal

Proposal Goal:
Articulated as a SMART Goal: Specific, Measurable, Achievable, Relevant, and Time bound

Introduction and Background:
Address the situation, challenges, and opportunities

Justification:
Rationale for the proposal and how it is aligned with the CRE’s goals, vision, and values

Key Community Stakeholders:
Who/what are the essential partners/entities that your team will work with

Scope of Work:
Details of project

Proposed Timeline:
Schedule of project progression

Milestones:
Significant events in the timeline

Evaluations and Outcomes:
A set of measurable outputs and/or outcomes

Deliverable Products:
Summary of event, newspaper article, etc.

Inherent Risks:
Potential for losses from operating within the circumstances in which the proposal was proposed

Please indicate if IRB, liability, and other institutional approvals will be necessary for this proposed project.
## Project Costs

<table>
<thead>
<tr>
<th>Faculty/Staff Name, Role on Project</th>
<th>Annual Salary</th>
<th>Benefits</th>
<th>% Proposed</th>
<th>Fiscal Yr 1</th>
<th>Fiscal Yr 2</th>
<th>Total</th>
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<td>Total Faculty/Staff</td>
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<tr>
<th>Graduate Student Name</th>
<th>Monthly Stipend</th>
<th>Mos Proposed</th>
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<tr>
<td>Total Graduate Student</td>
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</table>

<table>
<thead>
<tr>
<th>Hourly Support</th>
<th>Hourly Rate</th>
<th>Benefits</th>
<th>Hrs Proposed</th>
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<tbody>
<tr>
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<tr>
<td>Total Hourly Support</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

| Total Compensation                 | $           | $        | $            |

| Travel                             | $           | $        | $            |
|                                    | $           | $        | $            |
| Total Travel                       | $           | $        | $            |

| Other Expense (itemize)            | $           | $        | $            |
|                                    | $           | $        | $            |
|                                    | $           | $        | $            |
|                                    | $           | $        | $            |
|                                    | $           | $        | $            |
| Total Other Expense                | $           | $        | $            |

| TOTAL PROJECT COST                 | $           | $        | $            |

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**Enclosure 5: Proposal Budget Worksheet**

**Project Title:**

**Organization Name:**

**PI Name:**

**Fiscal Officer Name:**

**Proposed Project Begin Date:**

**Proposed Project End Date:**

**Reference:**

https://iu.box.com/s/wp28y26b6mrt417ake32ldy5ejw13uc3

1/29/2019
Enclosure 6: CRE Bio Sketch Template

Name:

Job Title:

Professional Preparation:
A list of your undergraduate and graduate education and postdoctoral training as indicated below:

<table>
<thead>
<tr>
<th>Undergraduate Institution(s)</th>
<th>Location</th>
<th>Major</th>
<th>Degree</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Institution(s)</td>
<td>Location</td>
<td>Major</td>
<td>Degree</td>
<td>Year</td>
</tr>
<tr>
<td>Postdoctoral Institution(s)</td>
<td>Location</td>
<td>Area</td>
<td></td>
<td>Years</td>
</tr>
</tbody>
</table>

Existing Work:
List up to three (3) of your publications/products/projects that closely align to the proposed project.

Related Activities:
List up to three (3) examples that demonstrate the broader impact of your professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation (e.g., innovations in teaching and training, development of curricular materials and pedagogical methods, etc.)

Collaborations:
List persons (including their current organization affiliation) who have been collaborators or co-authors with you on a project, book, article, report, etc., during the last 24 months preceding the submission of the proposal.

Mentor:
List students (list not to exceed 5 most recent and please include the dates of affiliation) that you have mentored as a graduate, thesis, or dissertation advisor. Additionally, you may include research assistants and post-doctoral students you have mentored.

Rural Communities:
List work you have done in connection with rural communities in Indiana and elsewhere
## Enclosure 7: CRE Proposal Selection Rubric

<table>
<thead>
<tr>
<th>Categories</th>
<th>+</th>
<th>√</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Match</strong></td>
<td>Matches CRE values/mission and represents a politically salient issue that IU is uniquely positioned to address</td>
<td>Matches with most CRE values and is politically salient and IU has some capacity to address the issue</td>
<td>No alignment with CRE value/mission and/or addresses area outside of IU expertise or is politically irrelevant</td>
</tr>
<tr>
<td><strong>CRE goals</strong></td>
<td>Correlates to an identified goal of CRE and has the potential for high impact</td>
<td>Correlates to a goal of CRE and has a</td>
<td>Correlates to an identified goal of CRE and has the potential for high impact</td>
</tr>
<tr>
<td><strong>Outcomes and assessment</strong></td>
<td>Identifies clearly defined, measurable outcomes with benchmarks and quality controls, and creates artifacts with lasting impact for the community</td>
<td>Project has benchmarks and quality control but outcomes and artifacts may have ill-defined measures and/or limited scalability</td>
<td>Identifies clearly defined, measurable outcomes with benchmarks and quality controls, and creates artifacts with lasting impact for the community</td>
</tr>
<tr>
<td><strong>Data</strong></td>
<td>Uses a pre-existing data set or generates new data important to the work of CRE and the region</td>
<td>Uses pre-existing data and generates nothing new, or generates new data which is project specific</td>
<td>Creates new data that doesn’t advance the work of CRE or have relevance to the region</td>
</tr>
<tr>
<td><strong>Scalability</strong></td>
<td>Scope, identified issue and outcomes all offer opportunities to replicate and scale the project to serve a larger audience</td>
<td>Project is tied to place or a unique issue and doesn’t offer much opportunity for replication or scaling</td>
<td>No opportunity to scale the project to a larger audience or region</td>
</tr>
<tr>
<td><strong>Faculty/Research</strong></td>
<td>Utilizes faculty research competency area and/or involves faculty across multiple schools/disciplines</td>
<td>Project is reliant on faculty research expertise but has limited crossover to other disciplines/schools</td>
<td>Project not reliant on faculty research expertise and/or is limited to one discipline</td>
</tr>
<tr>
<td><strong>Community needs</strong></td>
<td>Responds to a community-identified need and builds on existing community or regional efforts</td>
<td>Project is novel so doesn’t build on pre-existing work but project does respond to a community-identified need</td>
<td>Community needs have not been considered and/or project doesn’t build on pre-existing regional efforts</td>
</tr>
<tr>
<td><strong>Sustainability and community capacity</strong></td>
<td>Creates a sustainable outcome and ensures community capacity and resources for ongoing success</td>
<td>Creates a sustainable outcome but does not offer resources or generate capacity for ongoing success in the community</td>
<td>Creates neither a sustainable outcome nor does the project develop needed community capacity or resources</td>
</tr>
<tr>
<td><strong>Stakeholder involvement</strong></td>
<td>Includes regional stakeholders and community partners from project definition through to deliverables</td>
<td>Includes regional and community partners for some but not all of the parts of the project</td>
<td>Regional and community partners are not consulted before or during the project</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>Aligns with funding areas of CRE and leverages current and future external and/or internal funding sources</td>
<td>Has alignment with CRE funding areas but doesn’t leverage internal or external funding sources</td>
<td>Has no alignment with CRE funding areas and also has not leveraged other internal or external funding sources</td>
</tr>
<tr>
<td><strong>Partners</strong></td>
<td>Collaborates with and leverages external and/or internal partnerships with agencies and centers for assistance, including staffing</td>
<td>Collaborates in some ways with internal and/or external partners and leverages some assistance</td>
<td>Presents no opportunities for partnerships with internal or external agencies or centers</td>
</tr>
</tbody>
</table>