Community Engagement Travel Support Grant - $500

The purpose of this grant is to support one faculty member and (if relevant) a student scholar in disseminating research and/or service and/or practice at a conference or other public event during the 2016 – 2017 academic year.

If awarded, recipients are expected to attend a faculty development workshop at the Community Engagement Summer Institute in June 2016.

The service-learning project must be developed in collaboration with a community-based organization, provide a meaningful service-learning experience for students, and fulfill a need defined by the community organization. Funded faculty are required to implement and complete the service-learning project during the 2016 – 2017 AY (or have implemented/completed a service learning project in the last AY, 2015-16).

DUE: Friday, May 6, 2016, by 5 PM.

* Required

Directions
Please complete all sections of the application below, incomplete application will not be reviewed. Completed applications include all material and necessary signatures.

1) Submit an electronic application using this form.
2) Download the signature form found at the end of this application.
3) Submit the completed signature form to our office by emailing a copy to communityengagement68@csun.edu.

Completed application are due by Friday, May 6, 2016 at 5:00 PM

Applicant Information

1. Your name *

2. Your faculty ID number *

3. Your email address *

https://docs.google.com/forms/d/1M-xJSiqOUTEhMdJPOjXtWNAtrLz5U3WrXRo1Xswn_mfwY/edit?usp=drive_web

4/13/2016
4. The name of the community partner you will be working with (for a list of all approved organizations please visit https://app.calstates4.com/csun/sites)

5. Please list any other sources of internal or external funding for this project, including any other travel funding.

Course Information

6. College *

7. Department *

8. Course title *

9. Course subject and catalog number (ex. ACCT 402)

10. Course Number (ie. 5 digit code)

11. The term you plan to teach the course (if applicable)
Mark only one oval.

   - Fall 2016  Skip to question 12.
   - Spring 2017  Skip to question 12.
   - Both Fall and Spring

Narrative

https://docs.google.com/forms/d/1M-xJSiqOUTEMdJPOjXtWNATLz5U3WrMRo1Xswn_mfwY/edit?usp=drive_web
12. Please include a paragraph that explains why you seek funding for travel/dissemination. Be sure to include a brief description of the service project, including any projected or measured outcomes (hours of student service, impact on the community, etc.) along with a brief description of the content of your presentation.

[Paragraph]

13. Name of the conference/event

[Paragraph]

14. Start date of the conference/event.

*Example: December 15, 2012*

Supporting documents

Please email the signature form from your department chair to communityengagement68@csun.edu.

15. Syllabus

If available/relevant, please copy and paste your syllabus here and/or email a copy to our office along with your completed signature form.

[Paragraph]
16. Please email the signature form (found here: https://drive.google.com/file/d/0B78Mam68Mgd1cnVUQVlrWVZxczg/view?usp=sharing) to communityengagement68@csun.edu.

Check all that apply.

☐ I have emailed the signature form (found above) to communityengagement68@csun.edu

☐ I understand that if I am awarded this grant, I will attend a workshop at the Summer Institute on June 1 and 2, 2016.

☐ I understand that if I am awarded this grant, I will be expected to utilize the Service Learning Database and all designated Community Engagement forms when teaching the service learning course above.

☐ I understand that this award will be processed as special pay funding and that it is taxable and counts towards my allotted salary.

☐ I understand that this is not an approval to travel. Travel must be approved and processed at the department level. Community Engagement will reimburse approved travel expenses to the department up to the amount allotted in the grant.

☐ I understand that I will have to complete a short report in May 2017 to state any outcomes of this award.

☐ I understand that this is a multistep application. In addition to submitting this online form, I will email the below signature form to communityengagement68@csun.edu by April 29 at 5pm.

☐ In lieu of an electronic signature, I check this form to certify that all of the above information is true.