**Service-Learning Projects 2017-2018**

**College of Health Professions Dean’s Society**

Service-learning grants are funded by the generous members of the College of Health Professions Dean’s Society. The grants are intended to promote, enhance, and build on existing strengths of the College of Health Professions, foster and extend excellence, and encourage innovation.

Service-learning grant funds may be used to enhance teaching or learning, create innovative methods or materials, or develop other activities that meet the program’s aims. Projects must meet the usual criteria for serving-learning.[[1]](#footnote-1) To encourage interprofessional collaboration, project proposals by individuals from different departments are preferred, especially if the departments are in different UAMS colleges or other institutions or agencies.

Service-learning project grants are limited to $5000. Funds may not be used to pay salary for faculty or staff members, but up to $2500 may be used for the following purposes:

* To relieve faculty team members of teaching responsibilities, funds may be used to hire adjunct faculty or teaching assistants;
* To relieve staff members of routine work responsibilities, funds may be used to hire temporary workers
* Student employees may be hired to work on the project

In general, grants will not fund activities that can or should be financed from other revenue sources. However, Dean’s Society grants may be used to supplement funding from other sources.

Typically, projects will be funded for a one-year period. However, multi-year projects will be considered with appropriate explanation and justification.

**For additional information, contact the Office of the Dean, (501) 686-5731.**

**Instructions**

Step 1 – Complete the Application; starts on page 2

Step 2 – Complete the Project Budget; a template is provided with the application

Step 3 – Submit the Application and Project Budget; email the completed application to:

**DCTaylor@uams.edu**

In the Subject line, type “Dean’s Society Project Application”

**Service-Learning Project Application**

**College of Health Professions**

Instructions: Use this application form for service-learning project proposals funded by the College of Health Professions Dean’s Society. Type information on this form; do not create a separate proposal.

|  |  |
| --- | --- |
| **Title of Project** |  |

**Project Co-Directors** (in alphabetical order):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| College/School and Department/Division | | | |  |
| email Address | |  | | |
| Office Phone Number | | |  | |

Are you a . . . (“X” one option below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student |  | Faculty |  | Staff |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| College/School and Department/Division | | | |  |
| email Address | |  | | |
| Office Phone Number | | |  | |

Are you a . . . (“X” one option below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student |  | Faculty |  | Staff |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| College/School and Department/Division | | | |  |
| email Address | |  | | |
| Office Phone Number | | |  | |

Are you a . . . (“X” one option below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student |  | Faculty |  | Staff |

**Faculty Sponsor** (Required only for student-initiated projects)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| College/School and Department/Division | | | |  |
| email Address | |  | | |
| Office Phone Number | | |  | |

Attach additional pages if necessary

**Service-Learning Project Summary**

|  |  |
| --- | --- |
| **Title of Project** |  |

Instructions: Write a brief answer to each question in this Project Summary section. Type the answer to each question inside the provided boxes; the text boxes will expand as you type.

1. What problem or need will be addressed by this project? (100 words or less)

2. What do you propose to do? Briefly describe what you will develop, e.g., what is the product or outcome? (100 words or less)

3. Who will directly benefit from this project? Identify categories and numbers of people who will benefit, e.g., CHP students – 15; Members of the Little Rock community – 75, etc.

4. How will you evaluate the effectiveness or impact of this project? (100 words or less)

5. Total amount of funding requested: $

(Service-learning project budgets are limited to $5000.)

**Service-Learning Project Application**

**Title of Project:**

Instructions: Answer the questions below in the boxes provided; the text boxes will expand as you type. Limit this proposal section of the application, including the budget, to 5 pages or less.

1. Why should this project be funded and implemented? Discuss the problem, need, or deficiency that will be addressed by this project and discuss why it is important to resolve the problem.

2. What will be developed or implemented? Describe the products or outcomes.

3. What outcomes do you plan to achieve with this project? Include both intended benefits for the community and learning outcomes for students.

4. How will you involve members of the affected community or group as partners in the service-learning project?

5. What tasks will be performed to complete the project and who will perform each of the tasks? Describe the plan/methods for completing the work, and include a timeline for major tasks. Note: If the project extends beyond a one-year period, provide an explanation and justification.

6. How will you evaluate the effectiveness of this project? Describe how you will measure outcomes/impact and judge whether the project was successful.

7. What is your plan for continuing the project after Dean’s Society funding ends?

8. Why is the project considered innovative? What elements are unusual, novel, and worthy of replicating elsewhere?

Attach reference list if necessary.

**Service-Learning Project Budget**

Service-learning project budgets are limited to $5000. Funds may be used to extend, supplement, or complement an existing funded project.

|  |  |
| --- | --- |
| **Budget Items** | **Funds Requested** |
| Consumable Supplies (itemize below) |  |
| Equipment (itemize below) |  |
| Services, Hourly Rate (e.g., software programming, video production, etc.)  Example: 20 hours statistical consultation @ $30/hour = $600 |  |
| Personnel costs (e.g., adjunct faculty, temporary employees, student workers, etc.; limited to $2500) |  |
| Other Expenses (itemize below) |  |
| **TOTAL** |  |

**Itemize Budget Items**

Under each category, briefly describe expenses and costs associate with each one.

|  |
| --- |
| Consumable Supplies |
|  |
| Equipment |
|  |
| Hourly Rate Services |
|  |
| Personnel |
|  |
| Other Expenses |
|  |

Travel and Equipment: Budget requests to support travel for presentations at meetings related to a service-learning project must be justified in the application. If the grant is funded, travel expenses may not exceed 10% of the total award. If the project budget includes funds for purchasing equipment, the applicants must document that such equipment is not available or accessible at the university.

1. For information about service-learning and links to useful resources, go to: http://www.usf.edu/engagement/resources/. [↑](#footnote-ref-1)