

**California State University, Fresno**  
**Students for Community Service**  
**Community Based Participatory Research Mini-Grants**  
**Request For Proposals**

The CSU Office of Community Service Learning has been awarded a grant from Learn & Serve America to foster the civic mission of education in the CSU. Fresno State was awarded \$4,000 for projects coordinated by Fresno State faculty members. Funds from this grant are designed to support faculty community scholarship, i.e., the application of knowledge through research, teaching, technical assistance and creative work to the solution of problems confronting society.

With additional support from Fresno State's Office of Research and Sponsored Programs, four mini-grants of \$2,000 each will be awarded to individuals or teams of California State University, Fresno faculty who will develop and conduct *community based participatory research* (CBPR). This collaborative approach involves research that is intended to address pressing community needs through research and action. CBPR directly involves communities affected by the research, representatives of community based organizations and researchers in all aspects of the research.

The proposal process must begin with the identification of a particular community issue/need and a specific community partner. Researchers and members of the organization should work together to define the problem to be examined and propose a research/action plan. This plan should identify how the partners will co-generate knowledge about the problem, jointly execute research techniques and take specific action designed to positively address the problem.

**EXPECTATIONS:**

Once funded, grantees and their community partners will be expected to:

- Attend a half-day workshop on Community Based Participatory Research presented by the CSU Service-Learning Faculty Scholar.
- Clear all research activities through the university's Institutional Review Board.
- Provide a final report, including a draft of a research paper, conference presentation proposal or grant proposal resulting from the CBPR.

**AWARDS:**

A total of four grants of \$2,000 each will be awarded. A detailed budget for how these funds will be used must be included with the proposal. Once awards are announced, funds will be transferred to the Foundation Account designated by the grantees. All appropriate Foundation procedures and forms (i.e. Temporary Help, Travel, Supply Requisition Forms, etc.) must be used for all expenditures. Typical use of funds include: hiring research assistants (student/graduate assistant), purchasing research materials, funding attendance at a relevant conference, or meeting similar costs. The grant period is April 8, 2005 to December 15, 2005.

**REVIEW PROCESS AND CRITERIA:**

Proposals will be reviewed by a committee consisting of members who are internal and external to the university. Proposals will be evaluated based on the following criteria:

- Quality - The proposed research project is scholarly, well designed and enhances the existing body of knowledge on the subject.
- Impact - The proposal addresses a well defined community need with appropriate research and action.
- Viability - The proposed research can be completed in the time frame indicated.
- Outcomes – The proposed research shows promise for: increasing the likelihood of securing additional funds; a published article and/or conference proposal; and/or benefits instructional programs.
- Appropriate Use of Funds – The proposed use of funds is relevant to the research.

**TIMELINE AND SUBMISSION INFORMATION:**

- February 1, 2005 - Call for Proposals released
- **March 18, 2005 – Deadline for submission and receipt of proposals**
- April 8, 2005 – Award notifications released

Interested individuals who have questions or which to submit a proposal should contact:

Chris Fiorentino, Director  
Civic Engagement and Students for Community Service  
California State University, Fresno  
5245 E. Backer Avenue, M/S PB 120  
Fresno, CA 93740-8001  
(Peters Business Building Annex, Room 10)  
Email: [chrisf@csufresno.edu](mailto:chrisf@csufresno.edu)  
Phone: (559)278-7079

Complete proposals should include the attached cover page and a proposal of no more than 3 pages. Each proposal should include the specific information called for on the attached cover page. Because of the required signatures, electronic submissions will not be accepted.

## **Community Based Participatory Research Mini-Grants Cover page**

**Completed proposals must be received by Friday, March 18, 2005. Submit them to:**

Chris Fiorentino, M/S PB 120

(Peters Business Building Annex, Room 10)

Fax: (559) 278-7634

Name Principle Investigator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Name(s) and Department(s) of other faculty members involved in the research:

_____	_____
_____	_____
_____	_____

In no more than 3 attached pages, please include the following:

- 1) An abstract of the project (100 word maximum)
- 2) Identify, including contact information, your principle community partner, and the community need that will be addressed.
- 3) Describe the proposed Community Based Participatory Research project, including:
  - The research design
  - Implementation process and rough timeline
  - Anticipated action that may be undertaken as a result of the research gathered
- 4) Briefly describe the anticipated outcomes (i.e. resulting publication, presentation, grant application and/or curricular impact).
- 5) Briefly itemize how the grant funds will be spent.

### **Required Signatures:**

Principle Investigator: \_\_\_\_\_

Principle Investigator's Department Chair: \_\_\_\_\_

Primary Community Partner: \_\_\_\_\_