

Attachment A: Funding for Community-Engaged Scholarship – Case Study Template

Developed by the Sustainable Funding Workgroup of the Community-Engaged Scholarship for Health Collaborative, February 2006

The Sustainable Funding Workgroup has been working to identify and disseminate successful strategies for seeking sustained funding for community engaged scholarship (CES). One way to do this is through a repository of case studies on the Collaborative website that provide examples of strategies used to obtain funding for community engagement and CES. This case study template was developed to help guide the writing of these case studies and ensure that important pieces of information are included.

1. Summary of the project.

- Could be a slightly expanded version of the project abstract including the purposes, setting, personnel and methods.

2. Brief description of work completed at the point funding was sought.

- What pilot work, if any, did you complete before seeking external funding?
- Did you have internal support or other small grant support before applying for major funding?

3. Description of the project personnel including discipline and experience.

4. How did you identify potential sources of funding? / What funder did you select and why?

- Were there clearly defined funding priorities?

5. What were the initial steps?

- Did you make an initial personal contact? By telephone? In writing?
- Did you have any previous association with the funder?

6. Describe the application process required by the funding agency.

- Is there a prescribed application format?
- Are there set times for submission?
- Did the funder provide consultation during the proposal development process?
- Was the feedback and/or decision communicated in a timely manner?
- Were you given critique, i.e., “pink sheets” of your application?

7. Describe the process followed to develop the proposal

- How did you determine and negotiate roles and responsibilities?
- How did you navigate university systems, such as the IRB?

8. Describe the opportunities for community-engaged scholarship and how they were incorporated into the proposal

- Was funding included for research, evaluation?
- Was funding included for products of scholarship for both academic and community (i.e., for presentations, publications, training materials, websites, curricula, etc)

9. Results

10. Rewriting and Reapplying (if applicable)

11. What are the “lessons learned” from this process? What advice would you give to peers?