

University Community Partnerships

2014 Service Learning Partnership Grants Program Request for Proposals Proposals Due April 7, 2014

University Community Partnerships

Our mission is to build collaborative relationships between UCSF and the community, promoting civic engagement, fostering community health and well-being, and enhancing the environment for education, patient care, research, and employment at UCSF. The Office services as a bridge between UCSF and San Francisco communities, emphasizing partnerships that value and respect the assets and diversity of both.

Our vision is to improve the quality of life throughout our communities by cultivating and sustaining strong, collaborative partnerships designed to promote health equity and to model excellence in University and community engagement.

UCP was established by the Chancellor's Office in 2006 to support existing partnerships and encourage new partnerships. The University Community Partnerships Council (UCPC) - composed of twelve community and twelve UCSF representatives - was also created and charged to guide the operations of the Partnerships office.

UCP Grants Program

The 2014 University Community Partnerships Grants Program represents an investment in university-community partnerships. *Grant money will be awarded to projects that focus on promoting health parity and equity through service learning.* All grants are intended to fund partnership projects and programs where community based organizations and UCSF affiliates work together.

UCP is excited to partner with the UCSF Program for the Aging Century (PAC) to improve the care of vulnerable older adults in the Bay Area. The program is interested in service learning partnerships that promote promising clinical, educational or research innovations that include a plan for evaluation.

Service learning is defined in [Creating Community-Responsive Physicians: Concepts and Models for Service-Learning in Medical Education](#) (edited by Sarena Seifer, Kris Hermanns, and Judy Lewis, 2000) as a structured learning experience that combines community service with explicit learning objectives, preparation, and reflection. Students engaged in service-learning are expected not only to provide direct community service but also to learn about the context in which the service is provided, the connection between the service and their academic coursework, and their roles as citizens.

Who Can Apply

To qualify for a grant, all projects must be conducted by partnerships that include at least one eligible community organization and at least one eligible UCSF academic partner as defined below.

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Eligible community partners are government agencies (such as the San Francisco Department of Public Health, the San Francisco Unified School District as well as individual schools), and non-profits, having 501(c) 3 (504) or 170(c) 1 tax exempt IRS status including:

- Health, social service, and other community –based organizations;
- Faith-based organizations;
- Primary and secondary schools; and,
- Voluntary associations, civic and citizen groups

Eligible UCSF academic partners include:

- Faculty
- Learners/trainees: students, residents, post docs, fellows
- Clinical and professional staff

Partnerships may include partners from multiple departments; inter-professional projects are encouraged to apply. Previous applicants and awardees are encouraged to apply. **Learner participation must be in conjunction with at least one faculty member.**

Funding Restrictions

Funds **may not** be used for:

- Capital expenditures;
- Debt reduction;
- Entertainment; (excluding modest meeting related expenses, such as light refreshments)
- Indirect expenses that cannot be directly tied to the project;
- Lobbying;
- Projects conducted outside of the 9 Bay Area Counties; and,
- Reimbursement solely for patient care or clinical service delivery. These services may be reimbursed if they are a direct and necessary component of the broader project.

Informational Workshops

Applicants are invited to attend the informational pre-submittal workshop scheduled for 3-4:30pm, March 14, 2014. This workshop will clearly describe the program, service learning, explain the application process, and answer any questions. The informational workshop is not mandatory but strongly encouraged, Please contact us at partnerships@ucsf.edu for more information. If you are unable to attend this workshop and have specific questions, please contact the UCP office directly To RSVP for the information session please email partnerships@ucsf.edu.

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Submission Instructions

Grant proposals will require electronic submission of a cover sheet and full proposal to partnerships@ucsf.edu. In the event that there is a community partner without electronic submission capabilities, the university partner should serve in this role and submit the application.

All proposal elements should be sent in one file in either PDF or MS Word (.doc) format (guidelines below). The file should be named in the following format: *UCP_2014 Grant Application_Project Name* (your specific project should be named where it says project name).

Proposal Submission Deadline

Proposals are due **April 7, 2014**. All proposals and accompanying information should be submitted to partnerships@ucsf.edu by **5:00PM on April 7, 2014**.

Grant Period

The grant period for this year's grants program is May 15, 2014 through June 30, 2015.

2014 Grants Program Timeline

Request for Proposals Issued	March 3, 2014
Grants Program Information Session and Workshop	March 14, 2014
Proposals Due	April 7, 2014
Funding Decisions Announced	April 21, 2014
Service Learning Grantee Workshop	May 2014

Award Types: \$2,500 over 12 months or \$5,000 over 12 months

4 proposals at or under \$2,500 will be awarded for general populations. Grants are intended to support focused service learning partnership projects and activities, including, but not limited to the following examples:

- School based health education
- Community health assessments
- Health promotion and prevention activities
- Pilot programs between UCSF and a community partner that might lead to a research project or more extensive program

2 proposals at or under \$5,000 will be awarded for Program for the Aging Century partnerships. These service learning grants are intended to support educational or clinical intervention or research study focused on system-based practice, educational initiatives, community programs, or clinical research that will lead to improving the care of older adults who are vulnerable to the challenges of aging.

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Funding Priorities

All service learning partnership projects from the Professional Schools (Dentistry, Medicine, Nursing and Pharmacy) and Graduate Division are welcome and encouraged to apply. UCP and PAC will prioritize innovative inter-professional projects that bring together learners from two or more UCSF schools and/or projects that are fully integrated with existing UCSF academic curricula or courses. Applicants are also encouraged to consider the citywide San Francisco Health Improvement Partnerships (SFHIP) priorities. Please visit <http://www.sfhip.org/> for more details.

Grant Recipient Requirements

Grant recipients must attend the service learning workshop to be held in late spring of 2014.

Grant recipients must submit a final report and if applicable revised syllabi and course materials. Final reports are due 30 days after project activities conclude or June 30, 2015, whichever comes first.

Proposal Elements Guidelines

Proposal narratives should be a maximum of five pages. The page limit does NOT include the project abstract, budget information, and project timeline (see below for more information about the Grant Application). Please use standard one inch margins and 12 point font. The partnership name and primary partners (community and university partners) should be included in the footer of each page.

Proposal Elements

Proposal Cover Page

Please include the name of the project, primary community and university partners involved with contact information for each, anticipated number of learners participating in the project (from each school if applicable), and course number if applicable. For projects to be completed as part of UCSF academic curricula please indicate if the curriculum is elective or required.

Project Abstract

The abstract should be a 250 word maximum description of the project, including a description of the service to be performed by UCSF learners, how the service benefits the community and enhances the learners' academic coursework.

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Course or Curriculum Description and Syllabus (if applicable)

Please include the course/curriculum description and syllabus if the partnership project is to be performed as part of a UCSF class. Be sure to note how service and reflection are built into the curriculum.

Proposal Narrative

The Proposal Narrative should include the following information:

Partnership Background

Identify the key partners involved in the project and the roles of each partner. Describe how the partnership formed and the community identified need that is being addressed through this project.

Project Description

Please provide a description of the project and desired outcomes for learners and community based partner(s). How will this project be integrated into the learners' academic experience? For projects connected to specific courses/curricula, please describe how the project will be integrated into the curriculum.

Preparation

Please provide a description of the specific preparation that learners and other participants will receive as part of this partnership. Please describe any additional resources that will be made available to learners and participants to enhance their ability successfully complete this partnership project.

Service

Describe the service(s) that UCSF learners will be performing with the community based partner(s). How will this service benefit the community and also enhance the learners' educational goals? For projects connected to specific UCSF courses/curricula please describe how the service will enhance the learners' understanding of the specific course material.

Reflection

How will learner reflection be structured? For projects connected to specific UCSF courses/curricula please describe how learner reflection will be incorporated into overall requirements and expectations.

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Outcomes and Evaluation

Describe how the project will be evaluated. What is the anticipated impact from this project on community partners (and clients/patients if applicable), learners and UCSF?

Sustainability

Describe how this partnership project will be sustained after the grant period. How will resources be leveraged to maximize project impact?

Project Timeline

Please include a detailed listing of all key project activities and deliverables, including submission of final report to UCP Staff. Final reports are due within 30 days of project completion or June 30, 2015 (whichever comes first).

Project Budget

Please use the following budget format

	Amount Requested	In-Kind Support	Total
Personnel (add other lines as necessary)			
A.			
B.			
Subtotal Personnel Expenses			
Operating Expenses (add other lines as necessary)			
A.			
B.			
Subtotal Operating Expenses			
Total Project Expenses			