

**William E. Hewit Institute for History and Social Science Education Proposal**

Cover Sheet/Signature Page

Faculty Name (PI): \_\_\_\_\_

Title: \_\_\_\_\_ HSS Department or School \_\_\_\_\_

Name(s) of co-PIs, if any: \_\_\_\_\_ Co-PI's Affiliation: \_\_\_\_\_

Project Title: \_\_\_\_\_

By submitting this application for Hewit Institute funding, I certify each of the following (please check):

- \_\_\_ 1) I am a faculty member at the University of Northern Colorado (tenured, tenure-track, contract-renewable, or adjunct).
- \_\_\_ 2) I have attached a narrative prospectus for the project.
- \_\_\_ 3) I have attached a timeline for the project.
- \_\_\_ 4) I have attached a budget for the project. If funds from other sources form part of your budget, indicate (a) if those funds are already awarded; or (b) how you will alter your project and budget if those funds are not awarded.
- \_\_\_ 5) I have included Curriculum Vitae (abbreviated, 3-page max) for all project PIs in this application.
- \_\_\_ 6) If awarded, I will complete the project during the period outlined in the proposal.
- \_\_\_ 7) I agree to follow all relevant University rules and regulations pertaining to the award and project.
- \_\_\_ 8) I understand that a copy of this form and my proposal will be retained by the Hewit Committee for inclusion in its annual report to the UNC Foundation.
- \_\_\_ 9) I agree to submit a brief interim report (for 2-year projects) and a final report of project activities and outcomes to the Hewit Fund Committee (due within 3 months after the award period ends).

**REQUIRED SIGNATURES**

*PI:* As an applicant for funding by the Hewit Institute for History and Social Science Education, I certify each and every condition listed above. Furthermore, I confirm my understanding that should I fail to meet these terms, I will be ineligible for future Hewit Institute awards and subject to other consequences outlined in College of HSS and University policies and procedures.

*Chair/Director:* I confirm that I endorse this proposal and verify that the applicant is a faculty member in a tenured, tenure-track, contract-renewable, or adjunct position. I further indicate that the applicant and I have discussed a plan for ensuring continuing quality of instruction for students should the faculty member be requesting a partial reassignment from instruction.

Faculty Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chair or Director \_\_\_\_\_ Date: \_\_\_\_\_

## William E. Hewit Institute for History and Social Science Education

### Call For Proposals – 2018

The Faculty Governing Board of the William E. Hewit Institute for History and Social Science Education invites proposals for new projects to begin in 2018.

**Source of Funds**—Resources for the awards are funded by yearly disbursements from the William E. Hewit Institute for History and Social Science Education Endowment, administered by a governing board with representatives from each unit in the College of Humanities and Social Sciences involved in history and social science education: Africana Studies; Anthropology; Economics; Gender Studies; Geography & GIS; History; Mexican American Studies; Political Science & International Affairs; and Sociology.

**Acceptable Project Purposes**—The Hewit Institute supports projects and activities that enhance, improve, and support history and social science education in the region. We consider proposals of two types. Tier I proposals can be for up to \$25,000 total, spread over a 2-3 year period. Tier II proposals are for one-year (or less) projects, usually not exceeding \$7,500. *See section below regarding Tier I proposals for longer times or amounts over \$25,000.* Tier II proposals seeking more than these guidelines must justify the higher request in the context of the goals and outcomes of the project.

Project target audiences may include one or more of:

*(a) K-12 classes in the social studies content areas* – includes but not limited to development of state social studies standards-based instructional materials or other curricular and co-curricular experiences for K-12 students; or to professional-development opportunities for in-service Colorado teachers or development of new graduate courses at UNC aimed at teachers.

*(b) UNC students in history and the social sciences* – includes but not limited to workshops or support for other professional-development opportunities for students majoring in history and the social sciences, including pre-service licensure students at UNC and other institutions.

*(c) Community outreach efforts* – includes but not limited to campus or community events that bring community members to UNC or in contact with UNC students and faculty for purposes that enhance their history or social sciences educational experiences.

*(d) Faculty-led study abroad opportunities* – includes but not limited to helping offset costs for worthy UNC study abroad short-courses or faculty-supervised research projects with potential benefits for history and social science education.

**Narrative**—Proposal narratives should include the background or context of the project, its main goals and outcomes, description of activities, and identification of any deliverables. A detailed timeline showing the sequence of planned activities and an itemized budget are required. The Hewit Institute website ([hewit.unco.edu](http://hewit.unco.edu)) includes an example of a previously successful proposal and budget narrative.

**Eligibility**—Principal investigator must be a full or part-time faculty member of UNC (tenured, tenure-track, contract-renewable, or adjunct) housed in HSS. Additional non-faculty collaborators, such as teachers and school personnel, or faculty from other colleges or institutions may be included as co-PIs. Applicants are encouraged to develop interdisciplinary projects. Otherwise eligible individuals who are overdue in submitting final reports for previous Hewit Institute awards are ineligible.

**Funding Conditions and Duration**—Awards are contracts between the recipient and the College of Humanities and Social Sciences, and are governed by all relevant university policies, including regulations related to compensation, equipment, travel, and use of human participants and animal subjects.

Proposals may include summer stipends or overload pay for faculty. In your budget, include fringes at 33.2% for full-time employees and 16.5% for part-time.

Proposals may also include planned course reassignment(s) for the PI, for project management or development. The project narrative must include a plan for how the faculty member's responsibilities will be covered, in consultation and with the approval of the unit's chair or director. Guidelines provided for the Provost's RSCW Awards will be used by the Hewit Institute in evaluating proposals of this nature (see <http://www.unco.edu/research/pdfs/RSCWawards.pdf>).

Students can be supported only as hourly workers; scholarship-type awards are not permitted. Student costs for faculty-led study abroad or other experiential opportunities are best reduced by having the Hewit Funds used as an offset to vendors' charges rather than as awards to students. Fringes are not charged on student wages.

**Funding Cycle**—The deadline for this year's **Tier I applications is April 2, 2018**. Awards will be made by May 15, 2018. Funded projects may begin from that date forward and be completed within the timeline specified in the project narrative. **Tier II proposals are accepted at any time**, subject to funding availability.

**Awards over \$25,000**—Tier I applicants seeking amounts over \$25,000 or developing projects with a longer timeline should contact the chair of the Faculty Governing Board to discuss their proposals. Such applications will be considered, subject to availability of sufficient spendable funds in the endowment.

**Application**—Applications are to be submitted to the chair of the Faculty Governing Board (see contact information below) as a **single pdf document** that includes, *in this order*:

- (1) Completed cover sheet, including signatures;
- (2) Project narrative and description (maximum 6 double-spaced, numbered pages);
- (3) Timeline (expected completion dates of project activities and outcomes or deliverables);
- (4) Budget (detailed, line-item, including any matching funds from other funding sources);
- (5) Curriculum vitae of principal investigators (abbreviated: max of 3 pages, highlighting recent and relevant experience).

**Evaluation Criteria**—The faculty members of the Hewit Institute governing board will review each proposal to ensure that all eligibility requirements are met (i.e., completed cover sheet and signature page). Those proposals eligible for consideration will be evaluated on these five items:

- (a) Project description is clearly within the Hewit Institute's mission for enhancing history or social sciences education (25%);
- (b) Project includes a reasonable timeline of relevant activities that can be completed during the span of the award (25%);

(c) Project includes a reasonable and detailed budget for funding the activity (25%);

(d) Project has identified and/or qualified for matching grants and additional funding sources , or is providing significant in-kind resources (e.g., using volunteer labor and/or existing equipment, materials, and supplies; 10%);

(e) Project's overall merit, based on its demonstrable outcomes and qualifications of the proposed project staff. The latter includes UNC personnel, non-UNC specialists, schoolteachers, or other community members, whose experience and expertise enhance the potential for success of the project (15%).

**Reports**—Award recipients must submit a final report summarizing the accomplishments of the project *within three months* of the end of the award period. The final report must include a summary of expenses compared to the original budget and analysis of achievement of the proposed outcomes. For projects with a timeline longer than one year, the governing board may ask for an interim report describing accomplishments and expenses to date.

**Contacts**—For general questions or to discuss project ideas, please contact Phil Klein of the Department of Geography & GIS, who is chair of the Hewitt Institute Faculty Governing Board. Email completed applications to [phil.klein@unco.edu](mailto:phil.klein@unco.edu).

The other 8 faculty serving on the governing board this year may also be contacted with questions:

|   |                  |
|---|------------------|
| Africana Studies                          | Travis Boyce     |
| Anthropology                              | Ather Zia        |
| Economics                                 | David Aske       |
| Gender Studies                            | Chris Talbot     |
| History                                   | Michael Welsh    |
| Mexican American Studies                  | Dennis Aguirre   |
| Political Science & International Affairs | Christiane Olivo |
| Sociology                                 | Diane Schott     |