

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

### Call For Proposals – 2019

The Faculty Governing Board of the William E. Hewit Institute for History and Social Science Education invites proposals for new projects to begin in 2019.

**Source of Funds** — Awards are funded by 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; Criminal Justice; 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 and have a duration of from 1 to 3 years. Tier II proposals are for short-term projects, generally for \$10,000 or less. (See section below regarding Tier I proposals for longer times or amounts over \$25,000.)

Proposals must specify the outcomes of the project and its intended audience, from this list of types:

#### Tier I Project Types

*(a) K-12 professional development in social studies* – includes but not limited to professional-development workshops for in-service Colorado social studies teachers or development of new graduate courses at UNC aimed at social studies teachers.

*(b) Support for K-12 history and social science content* – includes but not limited to development of state social studies standards-based materials, other curricular and co-curricular experiences for K-12 students in Colorado, or support for innovative district initiatives in social studies education; these may include partnerships of school districts with UNC programs.

#### Tier II Project Types

*(a) UNC projects in history and the social sciences* – includes but not limited to workshops, research support, curricular innovation and development, or other opportunities for HSS faculty and students in history and social science programs.

*(b) 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.

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

*(d) New initiatives and innovations* – includes any other type of project, which does not fit the above categories, that has the potential for positive impacts in 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 ([www.unco.edu/hewit](http://www.unco.edu/hewit)) has examples of successful proposals, budgets, and final reports.

**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 Limitations** — Awards are contracts between the recipient and the College of Humanities and Social Sciences, 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 33.9% for full-time employees and 16.6% 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 Hewit funds offset vendors' charges rather than as awards to students. Fringes are not charged on student wages.

**Proposal Deadlines** — These vary by project type, as follows:

*Tier I:* Proposals for K-12 teacher workshops must be received by **January 15, 2019**. Decisions will be made by February 1 to allow project leaders enough time to publicize the event to K-12 teachers and districts. Proposals for any other types of K-12 outreach (e.g., curriculum projects or other district partnerships) must be received by **April 1, 2019**.

*Tier II:* Proposals are accepted at any time, subject to funding availability, with reviews by the Hewit Faculty Governing Board made shortly after **January 15, April 1, and October 15, 2019**.

All funded projects may begin from their date of approval and be completed within the timeline specified in the project narrative.

**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 (blank cover sheet is provided at end of this RFP);
- (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 (maximum 3 pages, highlighting relevant experience).

**Evaluation Criteria** —The faculty members of the Hewit Institute governing board 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 and specifies the intended audience and anticipated impact of the project (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, teachers, 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 Faculty Governing Board may ask for an interim report describing accomplishments and expenses to date. Project extensions and minor budget changes may be granted; the principal investigator should contact the chair of the Faculty Governing Board with such requests. Previous grant awardees who have not submitted a final report will not be eligible for further funding.

**Contacts** — For general questions or to discuss project ideas, please contact Phil Klein of the Department of Geography & GIS, who is chair of the Hewit Institute Faculty Governing Board. Email completed applications to [phil.klein@unco.edu](mailto:phil.klein@unco.edu). The other faculty serving on the Governing Board this year may also be contacted with questions. Members for 2018-2019 are:

- |   |                    |
|---|--------------------|
| Africana Studies                          | Travis Boyce       |
| Anthropology                              | Andy Creekmore     |
| Criminal Justice                          | Victoria Terranova |
| Economics                                 | David Aske         |
| Gender Studies                            | Chris Talbot       |
| History                                   | Michael Welsh      |
| Mexican American Studies                  | Dennis Aguirre     |
| Political Science & International Affairs | Christiane Olivo   |
| Sociology                                 | Diane Schott       |

# 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: \_\_\_\_\_