****

**Service Learning and Community Engagement Travel Award**

**DEADLINE**: **Thursday, March 15, 2018**

**PURPOSE**

To enhance faculty's service learning or community engaged research by attending a conference focused on research on service learning and/or community engagement.

**ELIGIBILITY**

Full time tenured and tenure-track faculty, and full time CSUSB lecturers on a minimum of one-year contract are eligible.

**FUNDING**

Awards range from $400-$2,500. Approximate budget is $10,000/year

**GUIDELINES**

1. Conference must focus on service learning as a central component and/or research methods that employ service learning and/or community engagement and/or community based and/or community participatory research. High priority will be given to conferences totally dedicated to service learning or community engagement.

**Note**: These awards are not for research or general academic conferences. Proposals for participation in broader conferences or workshops which include *substantial* component(s) focused on service learning or community engagement will be considered but will require special justification and details of the nature of the program you wish to attend.

1. Attendance at conferences focused on service learning and/or community-engaged teaching must directly enhance current courses and immediate teaching assignments or be directly related to departmental needs for program development.
2. Application must be accompanied by a separate sheet with the name and dates of the conference, the link to the conference program, and the names of the workshops and/or presentations you plan to attend.
3. Faculty member will serve the following year as OCE's campus consultant on the strategies learned and must be willing to support OCE's professional development programs.
4. The award will apply only to the approved conference and is not transferable to other conferences.
5. PLEASE NOTE TRAVEL RESTRICTIONS: As a result of Assembly Bill 1887 becoming a law, as of January 1, 2017, the California State University (CSU) will be restricted from requiring employees to travel to certain states. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states. A list of those states can be found at: <https://oag.ca.gov/ab1887>
6. After the conference, faculty will submit a one-page report, and participate in a brown-bag dissemination.
7. Funding will be on a reimbursement basis. All transactions must be processed via CONCUR, and a CONCUR request must be submitted and approved by the relevant administrators before travel (<https://www.csusb.edu/travel/concur>).
8. Department Chair's email and signature are required.

**APPLICATION FORM**

(Proposals that do not comply with the formatting specifications listed below will not be reviewed or funded.)

Proposals should be a maximum of two pages, have 1 inch margins all around, may be single or double-spaced, and have a font size no smaller than 11 point in Arial, Calibri or Times New Roman font. For anonymous review, exclude all identifying information on Page Two.

PAGE ONE

1. **TITLE:** Term and OCE Travel Award
2. **NAME, Department, Email, Phone**
3. **SIGNATURE,** Name, Email, and Phone of Department Chair

PAGE TWO

1. **NAME OF CONFERENCE, DATE, LOCATION, AND CONFERENCE WEBSITE LINK**
2. **DESCRIPTION of service learning teaching strategies and/or community engagement and/or community based participatory research strategy** to be studied at conference
3. **EXPLAIN WHAT YOU HOPE TO LEARN** from attending the conference
4. **EXPLAIN HOW WHAT YOU LEARN WILL ENHANCE YOUR TEACHING and or RESEARCH**
5. **EVALUATION AND DISSEMINATION**: Do you agree to participate in activities that OCE will set up for grant awardees? Yes / No
6. **BUDGET**: List travel expenses (registration, transportation, hotel, per diem, parking)

**SUBMISSION**

Submit ONE ELECTRONIC .PDF COPY to Diane Podolske at dpodolsk@csusb.edu

**DEADLINE**: Thursday, March 15, 2018

**CRITERIA**

Only proposals that adhere to the required format, are received by the deadline, have the required conference information, and have Department Chair signatures will be reviewed.

1. Conference is directly related to service learning and/or community engagement.
2. Impact of conference on teaching and/or research is significant and clearly explained (See Item #7 above).
3. Faculty member agrees to participate in a dissemination activity to be determined by OCE.
4. Budget is appropriate and does not exceed $2,500.
5. Travel complies with AB1887 guidelines.