

**OFFICE OF COMMUNITY ENGAGEMENT  
2023-2024 Mini-Grant for Community-Based Research**

**Cover Page**

**For questions about the proposal or for more information on community-based research, please contact Brian Heisterkamp at [bheister@csusb.edu](mailto:bheister@csusb.edu).**

Faculty name: \_\_\_\_\_

Email address: \_\_\_\_\_

Rank:                    Professor    Associate Professor    Assistant Professor  
                             Tenured            Tenure Track

Department(s) and College(s)/Division(s): \_\_\_\_\_

**Important for Community-Based Research Mini-Grant recipients!**

- 1) Recipients are required to submit a brief summary report no later than one year from the date of award. This report will be featured in the OCE Annual Report and on the OCE website. Failure to complete the summary report by the deadline will influence eligibility for future funding.
  
- 2) Recipients are also asked to submit one copy of any scholarship or publicity that resulted from your Mini-Grant award.

Signature of Department Chair

As this CSUSB faculty member's Department Chair, I support this application for the Community-Based Research Mini-Grant program.

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community-Based research Faculty Applicant

\_\_\_\_\_  
Date

**Application checklist:**

- \_\_\_ Completed Cover Page with original signatures
- \_\_\_ Completed Application Narrative
- \_\_\_ Completed Budget
- \_\_\_ Minimum of one support letter from a community partner. A letter emailed to Brian Heisterkamp ([bheister@csusb.edu](mailto:bheister@csusb.edu)) or a signed hard copy letter will meet this requirement.
- \_\_\_ Digital copy to Brian Heisterkamp ([bheister@csusb.edu](mailto:bheister@csusb.edu)).

## **Application Narrative**

- 1. Abstract of the project. (50 words maximum)**
- 2. Identify community partner and community issue to be addressed. (100 words maximum)**
- 3. Describe the goals, design and implementation of the research proposal. What do you and the community partner hope to accomplish and how will you achieve your goals? (3 pages maximum)**
- 4. What is the timeline for the project? (Schedule and tasks)**
- 5. What are your plans for publication or dissemination? Please list likely venues.**

### **Attachments**

- Budget worksheet to describe the use of mini-grant funds
- Letter from the Community Partner supporting this work. A letter emailed to Brian Heisterkamp at [bheister@csusb.edu](mailto:bheister@csusb.edu) or a signed hard copy letter will meet this requirement.

## Budget Worksheet

Mini-grant budgets will be funded up to **\$5,000** to cover research-related supplies, services (duplicating, postage, etc.), student assistants, and conference fees. Feel free to contact Brian Heisterkamp at [bheister@csusb.edu](mailto:bheister@csusb.edu) or 909-537-7483 with questions!

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**PeopleSoft Account Number for Budget Transfer** \_\_\_\_\_  
 (Contact your department's administrative support coordinator for this number)

Administrative Support Coordinator's name \_\_\_\_\_ phone # \_\_\_\_\_

<u>Category</u>	<u>Justification</u>	<u>Expense</u>	<u>In-Kind</u>
<u>Supplies</u>			
<u>Duplicating</u>			
<u>Postage</u>			
<u>Student Assistant</u>			
<u>Registration/Fees</u>			
<u>Other (please be specific)</u>			
	<b>TOTAL</b>		

## **Additional Information**

### **Personal Protective Equipment**

The Office of Community Engagement offers PPE kits for faculty and students participating in community-based research. For more information, email Brian at [bheister@csusb.edu](mailto:bheister@csusb.edu).

### **OSR's Research and Creative Activities Database Form**

Please consider highlighting your research efforts with the CSUSB campus community through OSR's Research and Creative Activities Database Form.

### **OSR's Research Matters Program**

The Research Matters Program is designed to support CSUSB faculty as they navigate the Federal Work Study Program to hire eligible students as research assistants. The OSR will assist faculty in completing and submitting an advertisement for the open position, assist in recruiting and hiring work-study eligible research assistants, and assist faculty in completing monthly time sheets for their students. Faculty interested in participating in this program must submit a profile to the Research and Creative Activities Database.

[Information regarding the CSUSB Federal Work Study.](#)