

Community Engagement Award Application

Fall 2026 Competition · Award Period 1 January 2027 – 15 August 2027

An initiative of the Division of Research and Innovation. The Community Engagement Award supports faculty-led research, scholarship, and creative work conducted in reciprocal partnership with community organizations, agencies, schools, or residents so that university expertise and community knowledge are exchanged for mutual benefit.

COMPETITION SNAPSHOT

Maximum award: \$4,000 Award period: 1 January 2027 – 15 August 2027
Application due: Friday, 6 November 2026, 11:59 p.m. Central Notification: 11 December 2026
Submit one combined PDF to dri@tamusa.edu Subject: CEA Fall 2026 — [PI Last Name]
Awardees present at a public forum such as JAG RISE. Unused funds revert unless an extension is granted.

1. PROJECT

Project title

Project type (community-engaged research / scholarship / creative work / curricular partnership)

Amount requested (\$; max 4,000)

Proposed start (must be on or after 1 Jan 2027)

Proposed end (must be on or before 15 Aug 2027)

Primary community focus (e.g., education, health, workforce, environment, arts, civic life — San Antonio / South Side / region)

2. PRINCIPAL INVESTIGATOR

Legal last name

Legal first name

M.I.

Rank

Title with discipline (e.g., Assistant Professor of Biology)

Department

College

Terminal degree / year

Official email

Campus phone / extension

Other phone

Mailing address (complete only if not A&M-San Antonio)

3. COMMUNITY PARTNER ORGANIZATION

Organization name

Partner type (nonprofit, school/district, agency, faith, civic, business, resident group)

Primary service area / neighborhood

Primary partner contact — full name

Title / role

Email

FOR DIVISION USE ONLY

Date received

Proposal no.

Complete?

Reviewers

4. ELIGIBILITY (CHECK EACH ITEM THAT IS TRUE)

- ☐ I am a full-time A&M-San Antonio faculty member (tenured, tenure-track, or research / clinical faculty with a multi-year appointment).
- ☐ I hold the highest earned terminal degree in my discipline (e.g., Ph.D., Ed.D., D.N.P., M.F.A.).
- ☐ I have received no more than one other Community Engagement Award in the current three-year window (limit: two in any three-year period).
- ☐ I do not currently hold an active Community Engagement Award.
- ☐ This is my only Community Engagement Award proposal in this competition cycle. Duplicate submissions of the same project will not be reviewed.
- ☐ I will be a current University employee for the full award period. All materials purchased with CEA funds are University property.
- ☐ A named community partner has agreed to the work described here and will provide a letter of support confirming reciprocity, access, and mutual benefit.
- ☐ If awarded, I will present the work at a public forum such as JAG RISE and submit a final report within 45 days of project end.

5. RESEARCH COMPLIANCE

All work must comply with federal, System, and University regulations. Evidence of approval is required before funds are released. Export-control questions: Rani.Muthukrishnan@tamusa.edu. Conflict of interest: University Compliance Office, (210) 784-2028.

- ☐ Human subjects — IRB review required (see the A&M-SA IRB website)
- ☐ Live vertebrate animals — IACUC approval required
- ☐ Biological / biomedical work, rDNA, infectious agents, or human-derived materials — IBC required
- ☐ Export controls (foreign collaboration, foreign nationals, sanctioned countries, or controlled technology)
- ☐ An outside interest or business activity that may present a conflict of interest has been or will be disclosed
- ☐ None of the above apply to this project

Protocol / disclosure status or tracking number (if submitted or approved)

6. DEPARTMENT CHAIR ENDORSEMENT

By signing below I confirm that I have read this proposal and hereby endorse the research and the community partnership. Interdisciplinary proposals require a second chair signature.

Department chair — printed name

Department

Signature (type full name or sign)

Date

Second chair (interdisciplinary) — printed name

Department

Signature (type full name or sign)

Date

7. RESUBMISSION STATUS

- ☐ New proposal ☐ Resubmission of a previously reviewed project

Resubmissions must follow current guidelines and include a statement (2-page limit) addressing reviewer comments. Limit: one resubmission of a given project within two years. After two unsuccessful reviews, a later application must differ substantially from the unfunded proposal.

If a resubmission: prior proposal number, cycle, and one-sentence summary of major revisions

8. CURRENT AND PENDING INTERNAL AND EXTERNAL SUPPORT

You must address both internal and external support. List current and pending funds, including start-up. For each entry give source, title, project dates, amount, and the extent of overlap with this proposal. Use additional pages in the packet if more rows are needed.

8A. INTERNAL SUPPORT (START-UP, RC, CEA, COLLEGE, DEPARTMENT, OTHER CAMPUS FUNDS)

Source	Project title	Dates	Amount \$	Status	Overlap with this project

8B. EXTERNAL SUPPORT (CURRENT AND PENDING APPLICATIONS AND AWARDS)

Source	Project title	Dates	Amount \$	Status	Overlap with this project

8C. OTHER RESOURCES AVAILABLE FOR THIS PROJECT

Department, college, core-facility, community-partner, or other resources that will support the work if this award is made.

8D. RESULTS OF PRIOR COMMUNITY ENGAGEMENT AWARD OR CLOSELY RELATED SUPPORT (IF APPLICABLE)

Funded grants, papers, exhibitions, public products, community deliverables, or presentations that resulted from prior internal support.

8E. PARTNERSHIP HISTORY AND RECIPROCITY

Briefly describe any prior work with this partner, how the community helped shape the question, and how benefits will flow both ways (knowledge, capacity, products, student learning). Do not use this box as a substitute for the partner letter.

9. BUDGET REQUEST JUSTIFY EACH LINE IN THE ATTACHED BUDGET NARRATIVE (MAX 2 PAGES)

List only allowable costs. DRI may reduce a line if need or cost is not clearly established. If the PI or a co-investigator already holds outside funding for a similar project, explain any overlapping items in the narrative. Identify cost-share from department, college, or community-partner sources.

ALLOWABLE (examples)

- Part-time personnel + fringe; PI summer salary (1 week max)
- Undergraduate / graduate research assistants; technicians
- Supplies; project-essential equipment (University property)
- Project-specific computer or software (IT approval; remains at TAMUSA)
- Travel essential to conduct the community work
- Participant / community-stipend / human-subjects payments
- Translation, accessibility, partner-site costs, modest partner fees

NOT ALLOWABLE

- Academic-year faculty / staff / investigator / postdoc salary
- Memberships, dues, faculty degree-requirement costs, tuition
- Travel to present at professional meetings or conferences
- Publication, indexing, editing, poster-printing costs
- Meals except allowable travel per diem or participant support
- Unrestricted gifts or general operating support to the partner
- Spending outside the 1 Jan 2027 – 15 Aug 2027 award period

Category	Amount (\$)	Brief purpose / calculation (one line)
PI summer salary (1 week maximum) + fringe		
Undergraduate research assistant(s) + fringe		
Graduate assistant / student + fringe		
Other personnel / technician / consultant + fringe		
Project supplies and materials		
Equipment (housed permanently at TAMUSA)		
Computing / software (project-specific; IT approval)		
Project-essential travel (not conference presentation)		
Participant / community-stipend / human-subjects payments		
Partner-site, translation, accessibility, or service fees		
Other (specify in purpose column)		
TOTAL REQUESTED FROM COMMUNITY ENGAGEMENT AWARD (maximum \$4,000)		

Cost-share / other sources that will support this project (\$ and source)

If funds will not sit in a single central account, state how they will be allocated among investigators, units, or the community partner

10. REQUIRED ATTACHMENTS ASSEMBLE IN THIS ORDER IN A SINGLE PDF

- ☐ This completed fillable application (pages 1–5)
- ☐ Detailed Plan of Project — maximum 4 pages (see page 6 for required headings)
- ☐ IRB / IACUC / IBC protocol or draft, if required (does not count against the 4-page plan limit)
- ☐ Representative citations (do not count against the 4-page plan limit)
- ☐ Abbreviated CV relevant to the project — maximum 3 pages (2 pages per person if more than one PI)
- ☐ Current and pending support narrative, if the table on page 3 is not sufficient
- ☐ Results of prior support, if applicable
- ☐ Budget Request and Justification narrative — maximum 2 pages
- ☐ Letter of support from the named community partner (required; final pages of the packet)
- ☐ Letters of support from collaborators, school districts, agencies, archives, or outside institutions (if any)
- ☐ Resubmission response to reviewers — maximum 2 pages (resubmissions only)

11. FORMAT CONFIRMATION

Reviewers represent many disciplines. Write without excessive jargon. Applications that omit sections, scramble section order, or exceed page limits will be returned without review and may be invited to the next deadline.

- ☐ Narrative attachments use 12-point font, single spacing, and 1-inch margins.
- ☐ Sections appear in the order listed above.
- ☐ The Detailed Plan does not exceed 4 pages; the budget narrative does not exceed 2 pages; the CV does not exceed the page cap.
- ☐ The Detailed Plan follows the applicant's disciplinary style guide (APA 7, MLA, or Chicago).

12. PRINCIPAL INVESTIGATOR CERTIFICATIONS AND SIGNATURE

- ☐ The proposal is my original work (and that of named co-investigators). I have not submitted the same project as a separate CEA application this cycle.
- ☐ I meet every eligibility rule checked on page 2 and will remain a University employee through the award period.
- ☐ Every budget line is allowable under current Community Engagement Award guidelines and is justified in the two-page budget narrative.
- ☐ Required compliance protocols will be in approved status before any restricted activity begins or funds are spent on that activity.
- ☐ My department chair has read and endorsed this proposal.
- ☐ The community partner named on page 1 has reviewed the scope of work and will provide a letter confirming reciprocity and access.
- ☐ The information in this application is true, complete, and accurate to the best of my knowledge.

PI — typed name	Signature (type full name or sign)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lead co-investigator — typed name (if any)	Signature (type full name or sign)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

HOW TO SUBMIT

Combine this form and all attachments into one PDF named CEA_Fall2026_LastName_FirstName.pdf.
Email to dri@tamusa.edu by 11:59 p.m. Central on Friday, 6 November 2026.
Do not contact review-committee members about an application under review. Questions: dri@tamusa.edu.

DETAILED PLAN OF PROJECT MAXIMUM 4 PAGES

Use 12-point font, single spacing, and 1-inch margins. Follow APA 7, MLA, or Chicago. Write for campus reviewers outside your specialty. Attach this section immediately after the fillable form. Required headings:

1. Project goals and objectives

State the overall goal. Include the hypothesis and/or specific objectives. The aim should be well conceived and achievable in the award period. Identify the community-defined need the project addresses.

2. Community partner and reciprocity

Name the partner organization and contact. Describe how the partnership was formed, how community members helped shape the question or design, what each party contributes, and how benefits (knowledge, products, capacity, student learning) will be shared. Distinguish engagement from one-way outreach.

3. Relevant background and supportive literature

In clear language, describe the scholarly and community background and tie it to selected supporting literature.

4. Significance and justification

a) How will the project make an important and original contribution to the field and to the partner community? b) How will completion facilitate your future career goals and expected outcomes? c) How will the work lead to future external funding, a sustained partnership, or another durable scholarly or public contribution?

5. Methods

a) Procedures b) Brief methodology (including how community partners will participate in data collection, interpretation, or dissemination) c) Detailed project timeline that fits 1 January 2027 – 15 August 2027 d) IRB / IACUC / IBC status or draft (the protocol itself is not counted in the 4 pages)

6. Citations (representative)

These pages do not count toward the 4-page limit.

ABBREVIATED CURRICULUM VITAE MAXIMUM 3 PAGES (2 PAGES PER PERSON IF MORE THAN ONE PI)

- Education — institution, degrees, and dates.
- Employment history as it relates to the proposed project.
- Grants or fellowships — grantor, inclusive dates, and amount. List awards not already shown in Current and Pending.
- Publications and public / community products most closely related to the proposed project, with all titles and all authors.

BUDGET REQUEST AND JUSTIFICATION MAXIMUM 2 PAGES

Provide a concise outline plus a narrative that explains why each page-4 line is necessary to the methods. Show fringe on all personnel. Justify any computer as project-specific, otherwise unavailable, and retained at TAMUSA. Travel is limited to the lowest practical round-trip fare and modest lodging and meals; conference-presentation travel is not allowed. If community stipends or participant incentives are requested, justify both the need and the amount. Identify any other source required to complete the work and that source's share of total cost.

LETTERS OF SUPPORT

A letter from the named community partner is required and should confirm access, partnership, reciprocity, and feasibility that the plan relies on. Attach brief additional letters from collaborators, school districts, state agencies, archives, or outside institutions as the final pages of the packet.

REVIEW CRITERIA (FOR APPLICANT REFERENCE)

- Goals / objectives — clear, well conceived, and tied to a community-identified need.
- Partnership and reciprocity — genuine two-way collaboration; partner voice is documented.
- Relevant background — jargon-light and tied to supporting literature.
- Significance and justification — original contribution, career trajectory, and path to later funding or other durable outcomes.
- Methods and procedures — design adequate to the aims; community role in the work is specified.
- Feasibility — timeline fits the award period; resources and collaborations documented.
- Budget — need established; internal and external resources disclosed; appropriate to a \$4,000 award.
- Deliverables and outcomes — how the award produces a sustainable scholarly contribution and a tangible community benefit.

ADMINISTRATION AFTER AWARD

ORSP / DRI will contact PIs near 11 December 2026. Allow at least two weeks after notice for the departmental account to be established. Awards are not transferable. Pre-award purchases cannot be reimbursed. Substantive changes go in writing to the Division of Research and Innovation at least five business days before implementation. Minor budget changes may be approved by the department chair. One one-year extension may be requested ≤30 days before 15 August 2027. Final report due to DRI within 45 days of project end. Missing reports bar reapplication for three years and may require repayment.