The UNC Gillings School of Global Public Health (SPH) ***Student Organization Service Award***  will support SPH student organizations seeking funding to support an innovative service project that benefits communities across North Carolina and around the world. Funded projects are to be in alignment with campus-wide service programs, including Carolina Center for Public Service, and will be competitively selected.

**This award is funded by Research and Innovation Solutions.**

This document contains the following sections:

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**Available Funds for 2014-2015**

Eligible student organizations can apply to receive an award of $1,500. The preference is to award one local (NC or US) service project and one global service project. The total amount available for 2014-2015 is $3,000. Therefore, up to two Awards of $1,500 each can be made this academic year. In the event two distinct and meritorious service projects are not selected for funding, remaining Award funds will be held by Research and Innovation Solutions for future awards.

**Purpose of These Awards**

The purpose of the ***Student Organization Service Award*** is to support public health student organizations seeking funding to support an innovative service project that benefits communities across North Carolina and around the world.

**Eligibility – Organization and Faculty Mentor**

Any student organizations with leadership/anchor in SPH, and:

1. Student organization must have university recognition, which includes annual review and approval by the UNC Student Activities Fund Office (SAFO).
2. Student organization must have a strong public health mission, and heavily engage SPH students.
3. The SPH Faculty Mentor for the student organization must endorse the proposed service project (per their letter of support) and be available to mentor the SPH student organization’s primary contact for the implementation and progress reporting of the proposed service project.
4. ***Student organizations who received this Award in 2013-2014 are not eligible.***

If you are uncertain of your student organization’s status, please contact Charletta Sims Evans, Assistant Dean for Student Affairs at sph-osa@unc.edu.

**Deadline**

Completed applications are due to Research and Innovation Solutions by **5:00 pm on Monday, April 14, 2014** to accelerate@unc.edu as an email that includes all required attachments – Application Form and all corresponding Letters of Support.

**Application Requirements**

Only complete submissions will be considered by the selection committee. A complete submission includes four parts: **(1)** Application Form, **(2)** Letter(s) of Support from the Service Target **(3)** Letter(s) of Support from Community Partner(s), and **(4)** Faculty Letter of Support. NOTE: If other student organizations are involved, submitting a letter from their leadership indicating their support and role in the planned service project is required.

1. Application Form. The statement describing the proposed service project must be presented in 12 point Times New Roman font (with 0.5 inch margins) using the application template.

The service project statement section of the application is limited to a maximum of 3 pages. The budget section of the application does not have a page limit.

1. The service project statement is to include the following:
* Brief description of the project: goals, objectives, specific activities of the project
* Explanation of the intended impact of the service effort, or potential for future public health impact
* Description of:
	+ - project schedule (planned start and end dates and calculated duration)
			* maximum elapsed time for an awarded project is 18-months
		- service target (community, group, organization, etc. who will directly benefit from the service project)
		- service partners (community, groups, organizations who will be involved in and/or provide support to conduct the project)
		- qualifications of individuals and/or organization and partners as applicable to conduct the service project, (e.g., experience, certification/degree if appropriate)
		- feasibility (SWOT: Strengths, Weaknesses, Opportunities, Threats)
	+ Additional items to include:
		- how will you ensure that the recipient community (service target) is sustained as appropriate (or rationale for why it cannot be sustained after the conclusion of the service project)
		- how will you measure and report outcomes
		- what problem is the project designed to solve
		- innovative approaches
* how the proposed effort makes the UNC Gillings School of Global Public Health stronger (e.g., students obtaining public health experience, increased visibility of the School, etc.)
	+ - project resources (e.g., inclusion of faculty mentor, leveraging other funds, alignment with other service efforts, etc.)
	+ Any other information explaining why the proposed service project should be funded
1. Detailed budget request and justification
* Provide the names of individuals that will participate in the service project. If several individuals have not yet been identified, then please enter something to describe the planned level of effort, ***For example*:**

|  |  |  |
| --- | --- | --- |
| **NAME** | **ROLE** | **ORGANIZATION** |
| 5 student volunteers | Hand out brochures at the service project event | Any UNC student volunteer to service project |

* Enumerate all costs related to the completion of the proposed service project

***NOTE: The maximum awarded amount to any organization is $1,500.***

* Provide details concerning other funding or resources that will be leveraged to complete the service project. Be certain to provide explicit details concerning the use of these funds and resources in relation to this project. These details can be described on a separate page to accompany the budget page. IMPORTANT NOTE: Other Funding, if any, must be in place at the time of the application for this award, along with explicit details concerning the use of these funds in relation to the described service project.
1. Service Recipient Letter(s) of Support. Each application must include a letter of support from a representative of the proposed recipient(s) of this service effort. Request the inclusion of the specific service project title and your organization’s name in all support letters.
2. Service Partner Letter(s) of Support. Each application must include a letter of support from each of the proposed service partner(s), organization(s), etc. who are involved with the planned effort. Request the inclusion of the specific service project title and your organization’s name in all support letters.
3. Faculty Letter of Support. Each application must include a letter of support from the faculty member who has agreed to serve as the mentor to the SPH Student Organization’s primary contact for the proposed service project. Request the inclusion of the specific service project title and your organization’s name in all support letters.

**Submission Instructions**

The completed Application Form and all corresponding Letters of Support must be submitted to Research and Innovation Solutions on or before **5:00 pm on Monday, April 14, 2014**. Please submit electronically to accelerate@unc.edu, attaching each of the required items. Please include the words “Gillings Student Organization Service Award” in the subject line of your email.

**Criteria for Review**

Applications will undergo an administrative review by Research and Innovation Solutions.

* *Administrative Acceptance for Review* – confirmation that the organization is eligible, the application is complete, and all parts were submitted on time

Complete applications will then be reviewed by a committee of representatives from Research and Innovation Solutions and the Office of Student Affairs, based on the following criteria; **the most important aspects are listed first:**

* *Impact* - how the service project would make an impact or have the potential for public health service impact
* *Overall Quality* – terrific idea, innovative, addressing an important public health need, practical (impression from reading the entire application)
* *Well Specified Plan* – goals, objectives, process, anticipated outcomes, evaluation
* *Committed Service Target* – community, organization, etc.
* *Resources* – people, money, time
* *Project Feasibility* – capability of being completed within the projected timeline
* *Sustainability* – assurance that the proposed project is sustained in the community as appropriate
* *Makes the UNC Gillings School of Global Public Health Stronger* – e.g., students obtaining public health experience, increased visibility of the School, etc.
* *Budget* - budget presents clear, adequate, and justified numbers; NOTE: Other Funding, if any, must be in place at the time of the application along with explicit details concerning the use of these funds in relation to the described service project
* *Strength of the Faculty Recommendation*
* *Geographic scope* – attempt will be made to award at least one local and one global service project.

**Availability of Award**

It is expected that awarded service projects will start (initial kick-off meeting of core UNC participants) as soon as practical for the service project.

**Selection Announcements**

* Research and Innovation Solutions will notify recipients of these Awards, as well as all those who applied by Monday April 21, 2014.
* Research and Innovation Solutions will work with each selected organization to ensure that funds are disseminated as quickly as possible.

**Student Organization Awardee Requirements**

The ***Primary Contact*** for the student organization receiving an award is responsible for:

1. Providing written updates to Research and Innovation Solutions via completion of periodic status report (every 6-months) and a final project report;

NOTE: The periodic and final reports will be provided to the organization’s faculty mentor for their review and follow-up, as well as used to facilitate School-wide communications.

1. Notifying Research and Innovation Solutions at accelerate@unc.edu of their successor in the event they graduate or another organization representative is appointed as the primary contact for the service project, prior to the completion of the service project and provision of the final project report.
2. Consulting with Research and Innovation Solutions should the mission or scope of the service project require amendment, to obtain approval for the change.

Student organizations receiving an Award will be provided information and training on the appropriate generation of a blog/photos/videos pertaining to their service project by the School’s Communication Office.

**How to Ask Questions about These Awards**

Please direct all questions or inquiries about these Awards to Research and Innovation Solutions at accelerate@unc.edu or contact Dixon McKay at 919-962-2689.