2027 New Harmony Outreach and Engagement Faculty Grant

Application Deadline: November 20, 2026, by 4:30 p.m. CST (due date extended)

University of Southern Indiana invites proposals for the USI New Harmony Outreach and Engagement Faculty Grant for the 2027-2028 academic year. Funding for this program is provided by USI Outreach and Engagement to **promote outreach and engagement activities in New Harmony**. Grants are available for projects that will engage faculty and students in learning experiences in New Harmony, while being beneficial to the town.

One grant in the range of $2,000-$5,000 is awarded each academic year. Funds are awarded on a competitive basis. Inter-disciplinary collaborative projects involving faculty from different departments are encouraged.

Examples of subject areas for study might include:

- Small town sustainability
- Market analysis
- Audience research
- Business development
- Housing analysis
- Education in rural communities
- Sociological aspects of aging communities
- Healthcare in rural communities
- Science education

Past projects can be found on the New Harmony Outreach and Engagement Grant webpage.

IMPORTANT: Projects must be designed and completed in consultation with the staff of Historic New Harmony. Potential applicants **must contact Heidi Taylor-Caudill**, Historic New Harmony Collection and Community Engagement Manager, to discuss potential project ideas **prior to submission**. Heidi can be reached at 812-682-6133 or hltaylorca@usi.edu.

Eligibility

1. Applicants must hold full-time faculty positions at the time of application and return to campus for the 2027-2028 academic year. Applicants who are not returning will be responsible for repayment of any funding awarded.
2. Recipients of a USI Summer Research grant are not eligible to receive a concurrent USI New Harmony Outreach and Engagement Grant.
3. Applicants must have contacted Historic New Harmony to discuss potential projects prior to submission.
4. Applicants must have identified a willing New Harmony partner organization.
5. Projects should have specified outcomes that are measurable upon completion of the project.
6. Applicants must be up to date on all reports from prior internal awards and grants.

Key Dates and Deadlines

- Submit an **Intent to Apply for Internal Grants form** to OSPR no later than one week before the application deadline, **November 13, 2026**.
- Faculty Research and Creative Work Grant proposals are due no later than **4:30 p.m. CST** on **November 20, 2026,** via CAYUSE. Only electronic submissions through CAYUSE will be accepted.
- Submit an updated summary/timeline of work accomplished on the project to the awardee's grant accountant within **one week** of the completion of the grant period.
- Submit an interim progress report by **January 15, 2028** to Historic New Harmony.
- Submit a final report and presentation to interested stakeholders, including Historic New Harmony, due within 60 days of project completion and no later than **June 30, 2028**.

Grant Information and Deliverables

- Grant totaling $2,000-5,000 may be awarded to pursue a promising project. The grant funding provided may be used to cover the following project-related expenses:
  - Materials and Supplies: office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project
  - Student Workers
  - Consulting and professional services by non-USI employees
  - Non-capital equipment: durable equipment with a unit price less than $5,000
  - Travel: Any expenses directly related to travel, such as airfare, lodging, mileage, per diem, etc. incurred during the time frame of the research project. Use of funds for travel are subject to the current USI travel policies, which are subject to change.
  - Other: anything that does not fit into one of the above categories or categories listed on the budget form, such as rental or usage charges for equipment at another institution or payment to research subjects.
  - Note: The grant does not provide funding for faculty compensation such as stipend or release time.
- Acceptance of the grant implies that the recipient will complete the project during the next academic year.
- Deliverables include an interim progress report and a final report and presentation to interested stakeholders, including Historic New Harmony, due by the key dates (above).
- In addition, award recipients must produce a tangible project showcase suitable for use in outreach and recruitment efforts. Examples may include a research poster, PowerPoint presentation, exhibit panel, video, infographic, or other visual presentation that highlights the project, student involvement, outcomes, and impact on New Harmony. Historic New Harmony and Outreach and Engagement may use these materials to promote the grant program and demonstrate project opportunities to prospective faculty and students.
- Award recipients are strongly encouraged to participate in a New Harmony outreach event, such as the USI 101: New Harmony Experience, to share their work and inspire future faculty and student participation in New Harmony-based projects.
- If project is not completed, faculty will be responsible for the return of funds dispersed.

Proposal Review and Selection Process

We anticipate that there will always be more proposals submitted than can be funded. All requests for funding undergo a review process by a committee that includes the Senior Director of Community Engagement, the Director of Historic New Harmony, and the Director of Service Learning.

Review Criteria

1. Clarity of the project description, including the objectives, plan/methods, and outcomes.
2. Feasibility: the ability to complete the project and final report by **June 30, 2028**.
3. Relevance to the applicant's academic discipline(s) and benefit to the applicant's professional development.
4. Benefit to New Harmony and the partner organization.
5. Budget and budget justification: The requested budget items are justified and appropriate, and the budget is aligned with the proposed activities.
6. First time recipients will receive priority consideration.

Application Requirements

Please include all of the following items as part of the application:

1. **Project Description** (5-page limit, with 12-point font, single spaced) *Attach a project description addressing the following five criteria:*
   a. **Describe the project**. Clearly explain the objectives of the proposed project, the methods you will

use, and the expected measurable outcomes. Use language easily understood by readers from other disciplines. Indicate if you are applying for or receiving additional funds from other sources. If so, provide the name of the agency/program, and details on what part of the work and budget is included in other proposals and what will be funded by the New Harmony Outreach and Engagement Faculty Grant.

b. Demonstrate the **scholarly significance** of the project. Set the proposed project in the framework of other scholarship in the discipline and establish its importance and/or originality.

c. Identify a person and/or organization in New Harmony who has agreed to **partner** on this project. Include a **letter of partnership** from this person or organization.

d. Document the **benefit** of the project to **New Harmony**. Identify specific organizations, businesses, programs, or populations which will benefit directly and indirectly from this project. Describe how the knowledge and/or outcomes will be disseminated.

e. **Describe how the project will be complete**d with the available resources and within the time allowed. Provide a detailed budget and note any other available funding that may be used in conjunction with this grant. Also provide a timeline for the project. See budget and budget justification instructions below.

2. Complete the Research and Related (R&R) Budget in CAYUSE to show how the requested grant will be used. Please see the CAYUSE budget instructions on the OSPR website.

3. Attach a Budget Justification that supports the line-item budget. An example budget justification can be found on the OSPR website.

4. Attach letter(s) of partnership/collaboration/site approval from any organizations with which you will work on the project.

5. Attach a brief CV (2 page maximum) to highlight your experience related to this project.

6. Attach other related materials, surveys, focus group protocols, etc. that will be used for the project.

Application Submission Instructions

1. Submit an **Intent to Apply for Internal Grants form** to OSPR no later than 1 week before the deadline, **November 13, 2026**.

2. Once OSPR has received the Intent to Apply notice, we will create the proposal file in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.

3. Access CAYUSE through the **myUSI** portal (my.usi.edu)
   a. Use your USI credentials to log-in to **myUSI**
   b. Search for the CAYUSE tool using the search bar at the top of the myUSI dashboard.
   c. Click on “Cayuse” in the search results to open CAYUSE 424 and locate your project proposal shell.

4. Complete the R&R budget in CAYUSE detailing how the up to $5,000 grant will be used. Please see the CAYUSE budget instructions and other CAYUSE guides on the OSPR website.

5. Attach a Budget Justification that supports the line-item budget. The budget justification should be saved as a .pdf file and attached on page 3 of the R&R Budget in CAYUSE, section K. An example budget justification can be found on the OSPR website.

6. Attach separate .pdf files for each of the following to the documents section under Proposal Summary in CAYUSE:
   a. Project Description (5 page maximum)
   b. Letter(s) of partnership/collaboration/site approval

c. Brief CV (2 page maximum)
d. Other related materials

Refer to the CAYUSE resource page on the OSPR website for more detailed instructions.

7. Submit the proposal for routing through CAYUSE by the submission deadline noted above.

Note: To submit your proposal, you will need to approve the proposal in CAYUSE by checking the box next to your name in the routing and approval section. The CAYUSE routing feature allows your department chair and dean to approve the proposal electronically following submission.

Budget Stipulations and Policies

- The amount requested should accurately reflect the cost of completing the project, up to a maximum of $5,000.
- Grant funds may be used for the following:
  - Student workers
  - Consultant fees
  - Materials & Supplies: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
  - Non-Capital Equipment: Durable equipment with a unit price less than $5,000.
  - Travel: Use of funds for travel are subject to the current USI travel polices, which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances, travel might be approved, and other trips might not be approved due to the country's travel warnings and restrictions.
  - Other: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment or payment to research subjects.
- All requested budget items must conform to University accounting policies and procedures.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- Mileage and per diem are based on current University rate.
- Student wages are based upon the current University hourly wage (see current rates here on the Human Resources website). If the student worker is not enrolled in classes at the time of the work (such as during the summer), FICA must be included—note FICA is 7.65% of wages.
- Budget justifications should include descriptions of why each line item is necessary and where cost estimates were obtained (For example, Expedia, hotel website, Amazon, etc.)

Policies and Regulations

University of Southern Indiana rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate University policies apply. Faculty are responsible for following the established University compliance procedures regarding these rules and regulations. Faculty may obtain additional information regarding these policies from the Office of Sponsored Projects & Research (OSPR). **All projects including human subjects must receive IRB approval prior to the start of data collection and before any funds will be released.**

Fiscal Regulations

The expenditure of funds from this program follows normal USI policies and procedures.

Notification

Applicants will receive notification of the status of their proposal no later than **February 5, 2027**.

Acknowledgements

All work resulting from the New Harmony Faculty Grant must include an acknowledgement of Historic New Harmony.

Reporting Requirements

Recipients of the New Harmony Outreach and Engagement Faculty Grant are required to submit an interim progress report by January 15, 2028, and a final report and presentation to interested stakeholders, including Historic New Harmony, within 60 days of project completion and no later than June 30, 2028; see key dates (above).

Questions? Contact OSPR at sponsored.projects@usi.edu or Diane Sanders, Director of Historic New Harmony, at desanders@usi.edu or 812-682-4488.