

**VCU**

Office of the Provost

Division of Community Engagement

Community Engaged Data Dissemination Grant

Request for Proposals

Funding Opportunity at a Glance

Funding opportunity	Community-Engaged Data Dissemination Grants
Award amount	Up to \$10,000 per project
Eligible applicants	VCU faculty and research staff with completed data collection, completed primary analysis, and findings ready for dissemination
Required partnership	At least one identified community partner who will help plan and implement the dissemination effort
Project period	April 2027 through May 2028
Application deadline	Friday, December 11, 2026, at 12:00 p.m. Eastern Time
Purpose	To support meaningful, accessible, and community-engaged dissemination of completed research findings
RFP release	Friday, August 28, 2026
Contact	dcegrantsinfo@vcu.edu

The Division of Community Engagement in the Office of the Provost invites proposals for Community-Engaged Data Dissemination Grants to support the dissemination of findings from completed community-engaged research.

Returning research findings to communities is an important part of community-engaged research, but it is often one of the least-resourced phases of the work. By the time a study is completed, there may be limited funding available to share findings in ways that are accessible, useful, and responsive to community partners and other stakeholders.

These grants provide resources to help faculty, research staff, and community partners develop and implement meaningful approaches to sharing research findings. This may include opportunities for community members and partners to discuss and interpret findings, consider their meaning within the community context, and explore how the findings might inform future action, practice, policy, or research.

The grants also encourage creative approaches to dissemination that go beyond traditional academic publications and presentations. Dissemination may strengthen existing partnerships, create opportunities for continued collaboration, and contribute to community-engaged scholarship.

Funding is intended for completed research projects where data collection and primary analysis are complete, and findings are sufficiently developed to be shared with community audiences.

Community-engaged dissemination is not the end of the research process. It is the beginning of the next conversation, the next partnership, and the next opportunity for community impact.

Goals

The Community-Engaged Data Dissemination Grants are intended to:

- Support meaningful and accessible dissemination of completed research findings
- Engage community partners and intended audiences in interpreting, discussing, and/or using the findings
- Develop dissemination approaches and products that extend the reach, usefulness, and impact of community-engaged research

Funding Available

Awards of up to \$10,000 are available to support the development and implementation of community-engaged dissemination activities. This represents an increase from previous years, when awards were limited to \$5,000. The number of awards will depend on the availability of funds and the quality of the proposals received. The Division reserves the right to make fewer awards or to fund proposals at an amount below the amount requested.

This funding opportunity supports the dissemination of completed research findings. It is not intended to support new research studies, additional data collection, or the primary analysis of research data.

Applicant Eligibility

VCU faculty and research staff are eligible to apply. Applicants must meet the following requirements:

- Have completed data collection and primary analysis for the proposed research project
- Have preliminary or final findings that are sufficiently developed to support community-engaged dissemination
- Identify at least one community partner at the time of application. The community partner must help inform the dissemination plan and participate in its implementation
- Obtain support from the applicant's department chair or unit leader
- Collaborative and interdisciplinary proposals are encouraged

Use of Funds

Funds must directly support the community-engaged dissemination of research findings and the activities described in the approved proposal. Examples of allowable expenses include:

- Community engagement activities, forums, workshops, and dissemination events
- Community partner participation and stipends, when allowable
- Creative or technical collaborators, including artists, performers, designers, facilitators, and media producers
- Graphic design, multimedia production, translation, interpretation, and accessibility services
- Printing, educational materials, and dissemination products
- Venue rental, meeting expenses, travel, transportation, and other costs directly related to dissemination
- Student assistance directly related to dissemination activities

- Other reasonable project expenses necessary to carry out the approved dissemination plan

No more than 20% of the total award may be used for faculty, staff, or student salary support. The majority of the funding should directly support dissemination activities, community engagement, dissemination products, and community partner participation.

Application Requirements

Applications should demonstrate that community-engaged dissemination is an intentional, collaborative process that moves beyond simply sharing research findings. Competitive proposals will demonstrate how community partners will help shape, implement, and extend the dissemination of findings to promote dialogue, shared learning, and community impact.

1. Cover Page

- Project title
- VCU project lead: name, title, department or unit, email address, and telephone number
- Community partner lead: name, title, organization, email address, and telephone number
- Co-investigators, including each person's name, title, department, school, center, institute, or organization, and role on the project
- Funding requested
- Five keywords

2. Project Abstract

Provide a 150-word abstract summarizing the completed research, the findings to be disseminated, the proposed community-engaged dissemination strategy, the community partnership, and the anticipated community impact.

3. Proposal Narrative

The Proposal Narrative may not exceed four single-spaced pages using 12-point Arial font and 0.5-inch margins. Use the required headings below.

I. Research Findings and Rationale for Community-Engaged Dissemination

Question to consider:

What did you learn from your completed research? Why do these findings matter, and why is community-engaged dissemination important now?

Briefly describe the completed research, including the purpose of the study, the community or population involved, the methods used, and the findings that are ready to be shared. Explain why these findings matter and why they should be disseminated through a community-engaged approach. Discuss the importance of sharing the findings with the intended audiences, the opportunities they create for dialogue or action, and why dissemination is needed at this stage.

- Applicants must have completed data collection and primary analysis and have findings sufficiently developed to support dissemination

II. Community Partnership and Dissemination Strategy

Question to consider:

How will you work with your community partner to ensure that the findings are shared, discussed, and used in meaningful ways?

Describe the community partnership and the overall dissemination strategy. Explain why the proposed strategy is appropriate for the findings, the community partner, and the intended audiences.

- The history or nature of the partnership
- The role of the community partner in planning and implementing the dissemination effort
- The intended audiences for dissemination and why they are important
- How community perspectives will shape the dissemination process
- How the findings will be communicated in ways that encourage dialogue, shared interpretation, and community use
- How the products and approaches may continue to be used or adapted beyond the funding period
- How the dissemination effort may contribute to future community action, policy, practice, education, research, or ongoing partnerships

III. Dissemination Activities

Question to consider:

What activities will you carry out to implement your dissemination strategy?

Describe the major dissemination activities that will be completed during the project period. Activities may include community forums, facilitated discussions, storytelling, performances, exhibitions, videos, podcasts, policy conversations, workshops, educational events, or other creative dissemination approaches.

- A detailed summary of activities, timeline, participants, outputs, and anticipated outcomes must be included in the Project Activity Plan and Timeline (see Appendix A)

IV. Expected Outputs, Community Impact, and Scholarship

Question to consider:

What will this project produce, and what difference do you hope it will make?

Describe the anticipated products and outcomes of the dissemination effort.

- The dissemination products that will be developed
- Who will use those products and how they will be used
- The anticipated benefits for the community
- The expected impact of the dissemination effort
- Any anticipated scholarly products, such as manuscripts, conference presentations, methodological papers, or case studies that emerge from the dissemination process. Scholarly products are encouraged as an important secondary outcome; the primary purpose of this funding opportunity is community-engaged dissemination

V. Evaluation

Question to consider:

How will you determine whether your dissemination strategy was successful?

Describe how the team will evaluate the dissemination process. The evaluation should be appropriate to the size and scope of the project and does not need to be a separate research study.

- Whether the intended audiences were reached

- Whether the findings were understandable, relevant, and useful
- Whether community partners and participants were meaningfully engaged
- How participants responded to the findings
- What was learned that may inform future community-engaged dissemination efforts

Required Appendices

The following appendices are required and are not included in the four-page Proposal Narrative limit.

Appendix A: Project Activity Plan and Timeline

Complete the one-page Project Activity Plan and Timeline template provided. The plan should align with the Proposal Narrative and summarize each major activity, timeline, community, and VCU participants, expected outputs, and expected outcomes.

Appendix B: Budget and Budget Justification

Complete the one-page Budget Template provided. The budget and budget justification must appear on the same page. The budget should identify how funds will be used and whether each expense will support the VCU team, the community partner, or both. No more than 20 percent of the requested amount may be used for faculty, staff, or student salary support.

Appendix C: Letters of Support

Include two letters:

- A letter from the department chair or unit leader confirming support for the applicant and the proposed project.
- A letter from the community partner describing the partnership, the partner's role in planning and implementing the dissemination effort, and the organization's commitment to the proposed work.

Application Submission

Applications must be submitted electronically as a single PDF document by **Friday, December 11, 2026, at 12:00 p.m. EST**. Late or incomplete applications will not be considered.

Submit applications to: dcegrantsinfo@vcu.edu

Suggested file name: LastName_DataDissemination_2027.pdf

Review Process and Criteria

Applications will be reviewed through the Division of Community Engagement's competitive review process. Proposals will be evaluated by community and university reviewers using the criteria below. Reviewers will disclose potential conflicts of interest before participating in the review process.

Review Category	What Reviewers Will Consider	Points
Research Findings and Rationale	Clarity of the completed research and findings; significance and timeliness of dissemination; readiness of findings for dissemination.	20

Community Partnership and Dissemination Strategy	Strength of the community partnership; meaningful partner role; appropriateness, accessibility, and community-engaged nature of the strategy; attention to continued use and reach.	25
Dissemination Activities and Feasibility	Clarity and feasibility of the activities; alignment with the strategy; realistic timeline, roles, and implementation plan.	20
Outputs, Community Impact, and Scholarship	Clarity and usefulness of proposed products; potential community benefit and impact; appropriate scholarly contributions that emerge from the dissemination work.	20
Evaluation	Practical and appropriate plan for assessing reach, relevance, usefulness, engagement, and lessons learned.	10
Budget	Reasonable and well-justified budget that prioritizes community-engaged dissemination activities and follows the salary limitation.	5
Total		100

Funding Timeline

Activity	Date
Information session 1	Tuesday, September 15, 2026, 12:30 p.m. to 1:00 p.m.
Information session 2	Monday, October 26, 2026, 12:00 p.m. to 12:30 p.m.
Application deadline	Friday, December 11, 2026, 12:00 p.m. Eastern Time
Review period	January 11, 2027, through February 15, 2027
Award notification	Monday, March 1, 2027
Project period	April 2027 through May 2028
Six months in-person group check-in	Friday, October 8, 2027
Data Dissemination Symposium	Tuesday, October 12, 2027, 12:00 p.m. to 1:00 p.m.
Final report due	August 1, 2028

Award Requirements

Funded projects will be expected to:

- Complete the approved community-engaged dissemination activities and products described in the proposal and Project Activity Plan
- Use awarded funds only for approved dissemination expenses
- Participate in an in-person six-month group check-in with the Division of Community Engagement on Friday, October 8, 2027

- Enter the community-university partnership and funded dissemination activities into VCU Collaboratory, VCU's community partnership database
- Participate in the Community-Engaged Data Dissemination Symposium hosted by the Division of Community Engagement. Awardees will share their dissemination strategies, innovative approaches, lessons learned, challenges, and recommendations for strengthening community-engaged dissemination.
- Submit a final project report. A report template will be provided closer to the due date.

Information Sessions and Technical Assistance

Two information sessions will provide an overview of the funding opportunity, review the application requirements, and answer applicant questions. Technical assistance will also be available upon request as applicants develop their proposals.

- Tuesday, September 15, 2026, 12:30 p.m. to 1:00 p.m.
- Monday, October 26, 2026, 12:00 p.m. to 12:30 p.m.

Session access information will be announced with the RFP.

Questions and Contact Information

Questions should be directed to:

dcegrantsinfo@vcu.edu

Appendix A: Project Activity Plan and Timeline Template

Complete the Project Activity Plan and Timeline below. Add or remove activity rows as needed. The completed template should not exceed one page and should align with the Proposal Narrative.

Project Title:	
VCU project lead: name, title, department or unit, email address, and telephone number	
Community project lead and organization:	

Dissemination Activity	Timeline (Month(s))	Community and VCU Engagement	Expected Outputs or Deliverables	Expected Outcomes
		Identify community partners, intended audiences, VCU participants, and anticipated number engaged.	What will be completed or produced?	What change or benefit is expected?
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				

Definitions: Outputs or deliverables are the tangible activities completed or products created. Outcomes are the changes or benefits expected to result from the activity.

Appendix B: Project Budget and Justification Template

Complete the budget and justification on this page. The total request may not exceed \$10,000. No more than 20 percent of the award may be used for faculty, staff, or student salary support.

Project title:	
Applicant:	
Amount requested:	

Budget Category	Description and Brief Justification	Funds Support	Amount
Salary support (maximum 20%)		VCU / Community / Both	\$
Community partner or participant support		VCU / Community / Both	\$
Creative or technical services		VCU / Community / Both	\$
Events and engagement activities		VCU / Community / Both	\$
Design, production, printing, or accessibility		VCU / Community / Both	\$
Travel or transportation		VCU / Community / Both	\$
Other direct dissemination costs		VCU / Community / Both	\$
Total requested			\$

Additional budget notes, cost sharing, or other funding sources:

Appendix C: Letters of Support Guidance

Department Chair or Unit Leader Letter

The letter should confirm support for the applicant and the proposed project, including the applicant’s ability to complete the work during the project period and any departmental or unit support available.

Community Partner Letter

The letter should describe the nature of the partnership, the community partner’s role in planning and implementing the dissemination effort, the relevance of the findings to the intended audiences, and the organization’s commitment to participating in the proposed work.