The Inclusive Grant Initiative

An Application Process for Diversity Grants for Undergraduate Students

A Call for Proposals
2015-2016

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Sponsored by the Offices of:

International Education and Global Programs
Dr. James Myers,
Associate Provost

Diversity and Inclusion
Dr. Kevin McDonald,
Vice President and Associate
Provost for Diversity & Inclusion

Administered by:

Dr. Michael D’Arcangelo
Director, Diversity Education

Dr. David Wick
Director, Assessment & Research Mgt.
Undergraduate Student Applications
Proposal Due: January 11, 2016
Purpose

The offices of Diversity and Inclusion and International & Global Programs are co-sponsoring the Inclusive Grant Initiative for undergraduate students.

The purpose is to provide one-time funding for full-time, matriculated students to work in conjunction with a faculty mentor to conduct research on issues with diversity implications for our community at RIT. The grant specifically seeks to support and inspire the engagement of students in a broad range of topics related to diversity and inclusion in their respective fields of study.

Scope

- Grant initiatives will be awarded within an academic year. Grants will be awarded based on their breadth, depth, and outcomes, not to exceed $2,500 apiece.

Eligibility

- Must be a Full-time matriculated Undergraduate student who has secured the support of a faculty/staff mentor.
  - Mentors are those full-time faculty/staff who
    - possess some academic or professional knowledge regarding the student proposal, and
    - can also serve as an ally in a myriad of responsibilities related to the project such as:
      - reviewing student requests for funds;
      - providing access to equipment & space if required for the project, or
      - advising methodology.
    - Who have authorized access to a departmental account number to which grants funds can be charged, supervised and transferred at the end of the year.
  - Mentors will be provided a one-time stipend of $500 at the end of the Spring Semester.

Undergraduate students are encouraged to disseminate findings in the Undergraduate Research Symposium (August 5, 2016). Abstract submission for the symposium will be, approximately, the third week in July 2016. Application information available at https://www.rit.edu/research/symposium/ Schedule to be updated. Questions can be directed to 585-475-2185.
Eligibility continued

- Applicants should be interested in advancing the principles of the RIT Framework for Inclusive Excellence (http://www.rit.edu/diversity/inclusive-excellence-framework).

Proposal Application Process

Each application should consist initially of a proposal (not to exceed three pages):

- including a proposal title;
- listing the name, title, and college of the faculty applicant;
- outlining a description of the project that identifies how it relates to the grant initiatives (see Purpose, above), and
- outlining how the described activities will benefit their respective research, course;
- identifying anticipated outcomes/findings of their study.
- demonstrating departmental support through a letter of endorsement from the student’s mentor.
- incorporating a budget, which utilizes the template provided (see the Grant Application, p. 9 for a sample of the template).
- confirming use of a departmental account number to which the Mentor is authorized to oversee.
- confirming eligibility to present in the Undergraduate Research Symposium.
**Grant Timeline for Undergraduate Students**

**2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>November 24</td>
<td>Grants become available (through e-mail)</td>
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<tr>
<td><strong>2016</strong></td>
<td></td>
</tr>
<tr>
<td>January 11</td>
<td>Submission Date - Final Deadline</td>
</tr>
<tr>
<td>January 25</td>
<td>Awards Announced</td>
</tr>
<tr>
<td>January 26-9</td>
<td>Awards Accepted by Students</td>
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<tr>
<td>January 29</td>
<td>Orientation and Logistics Meetings with Grant Recipients</td>
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<tr>
<td>March 1</td>
<td>Grant Updates Submitted to Director of Diversity Education Or The Director of Assessment and Research Management</td>
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<tr>
<td>May 1</td>
<td>Preliminary Grant Reports Due to Director of Diversity Ed. Or The Director of Assessment and Research Management</td>
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<tr>
<td>May 23</td>
<td>Final Reports Due to Director of Diversity Education Or The Director of Assessment and Research Management</td>
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<tr>
<td>May 30</td>
<td>Logistics Meeting to close out and finalize financial transactions</td>
</tr>
<tr>
<td>December 15</td>
<td>Project/Research summaries completed and sent to the Office of Diversity and Inclusion</td>
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</tbody>
</table>
Budget Guidelines

- The application includes a budget template (p. 10 in this packet) for applicants’ use.

- It should be completed in a manner that is appropriate to the project’s nature and expenses.

- Should have authorized access (through a faculty/staff mentor) to a departmental account number to which grants funds can be charged, supervised and transferred at the end of the year.
  o During the course of the grant, identified expenses will be charged to the departmental account number. Funds will then be transferred to the department account at a later time – usually at the end of the year - to eliminate any debt.

- Examples for anticipated expenses:
  - Instructional Supplies (e.g., books, technology, captioning for accessibility)
  - Stipends for outcomes related to curricular and course development.
  - Other costs relevant to the proposed objective.
  - Please note: no standard/personal equipment may be purchased with these funds.

*All funds must be used solely for the Inclusive Grant Initiative and its activities.*
Selection Criteria

The following criteria will be examined when applications are reviewed, and should be addressed in the proposal:

**Significance**
How will the research project goals address key areas of diversity?
  o (such as diverse populations).

**Implementation**
How will the research project be implemented?
  o What strategies will be used?
  o What other sources of funding (if any) will be used to implement the course or research project?

**Impact**
What are the projected research question(s)?
  • How will the research project:
    (a) Increase the understanding regarding diversity issues?
    (b) Increase the global/multicultural awareness of students at RIT?
    (c) Help positively impact diverse communities locally, regionally, nationally, or internationally?

**Review**
The Associate Provost for International Education and Global Programs, along with designees from the Office for Diversity and Inclusion/Vice President and Associate Provost will review only those proposals which meet the above selection criteria.
Obligations

- Use the funds exclusively for expenses directly related to the grant as outlined in the grant application. All funds must be spent by May 31, 2016.

- Meet no less than three times with the ODI staff to address:
  - Orientation and Proposal Review;
  - Mid-year progress report; and
  - Year-end closing of accounts and fund transfer. Other meetings may be scheduled with other awardees to share progress and learn from their progress.

- Be willing to share with the RIT community and other awardees what you have developed (and learned) through a workshop, panel discussion, presentation, or resource that would be helpful to faculty and programs across campus.

- Submit a brief mid-year progress report (see Timeline).

- Submit a final report (3 to 5 pages) (see Timeline), which must include a section indicating how the Inclusive Grant Initiative will be continued beyond the funding period, and how dissemination has/will occur.

- Submit a final report (3 to 5 pages) (See Timeline, p. 5).

Proposal Submission

Proposals should be submitted electronically — to both Drs. Michael D’Arcangelo, Director of Diversity Education, mtdpro@rit.edu and David Wick, Director of Assessment and Research Management, dpwmcs@rit.edu, Office of Diversity and Inclusion. You are encouraged to contact either Dr. D’Arcangelo or Dr. Wick with questions as you write your proposal.

Post Award Considerations

Upon award notification, the recipient will provide ODI with an account number in which to transfer funds. Awardees are required to keep an accurate record of all expenditures in accordance with University policy and procedures. Acknowledgment of the award is required in all publications and presentations. All materials produced from the award are public documents and will be made available upon request.
The Inclusive Grant Initiative Diversity Grant Application
For Faculty & Staff

Please email a completed application to both:

Dr. David Wick
Director of Diversity Assessment and Research Management
1120 Eastman
dpwmcs@rit.edu/5.4296

Dr. Michael D’Arcangelo
Director of Diversity Education
1120 Eastman
mtdpro@rit.edu/5.2224

1. Primary Requester’s Information

Name:_______________________________________

Email:_________________________________________

Phone:_________________________________________

Position: _____________________________________

College/Division: _______________________________

Discipline/Department __________________________

Additional Requesters/Partners
(Names of additional requesters/partners can be attached on a separate sheet of paper).

Mentor’s Information

Name:_________________________________________

Position:______________________________________

Email:_________________________________________

Phone:_________________________________________

College/Division: _______________________________

Discipline/Department __________________________

Mentors are asked to attached a one page summary providing, an endorsement of the feasibility of the project given resources and time.
2. **Proposal Title:** __________________________________________________________

3. **Proposal Description:** (Attach as a separate document).

   A. Please summarize:
      - the goals and objectives of the course or research project,
      - target audience (size and type),
      - a description of the course or research project, and its various programmatic features, and
      - proposed methods of assessing outcomes and evaluating the initiative.

   Intended use of requested funds:  (Check one)
   
   Curriculum __________________
   Research (Discipline): _____________
   Other __________________

   B. Complete an itemized budget utilizing the template below.

   **Budget Template:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Expense</th>
<th>Revenue*</th>
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<tr>
<td>Grand Total</td>
<td>_______</td>
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</table>

   Final Request _______

   *If applicable, this column could include matching funds or other levels of support provided by a department, etc.

C. If you are submitting a research request, include:
   - the proposed research question(s),
   - a description of how the research will be implemented, type of research (quantitative or qualitative), approval or feedback from the IRB (if approved), and
   - dissemination or publication plans (if any).

D. Submit a proposed grant implementation timeline as part of your proposal.
Inclusive Grant Application

Applicant Checklist

____ Read the entire application before beginning the writing process.
____ Consult with supervising administrator for endorsement.
____ Draft proposal.
____ Formulate budget.
____ Attach letter of support from supervising administrator.
____ Submit application packet by December 16, 2015 to

    Drs. David Wick and Michael D'Arcangelo
    Eastman 1120