The Inclusive Grant Initiative
An Application Process for Diversity Grants for Graduate 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.
Graduate 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 graduate students.

The purpose is to provide one-time funding for full-time, matriculated graduate students to creatively research topics with diversity implications for our diverse community and student populations enrolled at RIT. The grant is designed to advance research projects with diversity, inclusion and multicultural implications.

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

Eligibility
- Must be a Full-time matriculated Graduate 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.

Graduate students are strongly encouraged to disseminate research progress or findings in the Graduate Research Symposium, or a comparable venue, publication or summary presentable for a web-site, or other form of dissemination April 8, 2016: Graduate Research Symposium. [https://www.rit.edu/academicaffairs/gradstudies/symposium/about](https://www.rit.edu/academicaffairs/gradstudies/symposium/about) (Schedule will be updated at a later date).
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 student applicant and faculty/staff mentor;
- detailing 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, or pedagogical approach.
- identifying assessment methods and anticipated outcomes/findings to provide a measure of impact.
- demonstrating departmental support through a letter of endorsement from the student’s mentor.
- incorporating a budget using 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 Graduate Research Symposium.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 24</td>
<td>Grants become available (through e-mail)</td>
</tr>
<tr>
<td>2016</td>
<td><strong>January 11</strong> 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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<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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<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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<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>
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<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 (p. 10 in this packet) includes a budget template 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.
  - 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.
  - Assessment/evaluation materials (e.g., resource materials, assessment tool(s), survey development).
  - Other costs relevant to the proposed objective.
  - Please note: *no standard 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?
- (such as diverse populations).

**Implementation**
How will the research project be implemented?
- What strategies will be used?
- What other sources of funding 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) 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 mentor 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 considered public documents and will be made available upon request.
The Inclusive Grant Initiative Diversity Grant Application
For Graduate Students

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 attach 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 research project,
      - target audience (size and type),
      - a description of the 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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<tbody>
<tr>
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<tr>
<td>Grand Total</td>
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<td>______</td>
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<tr>
<td>Final Request</td>
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<td>______</td>
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</tbody>
</table>

   *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).

   C. Submit a proposed grant implementation timeline as part of your proposal.
Inclusive Grant Application
Applicant Checklist

_____ Read the entire application packet 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 December 16, 2015 to
       Drs. Michael D’Arcangelo and David Wick
       Eastman 1120