



## **DIVERSITY PROJECTS DEVELOPMENT FUND**

Sponsored by the Office of the Vice Chancellor for Human Resource Management  
Office of Recruitment and Diversity

# **2010-2011 CALL FOR PROPOSALS**

### **PURPOSE OF THE FUND**

The Diversity Projects Development Fund was established by the Office of the Vice Chancellor for Human Resource Management to support scholarly research projects and other educational activities for or about populations that are traditionally under-represented within higher education. More specifically, the purpose of the Fund is to assist in the development of educational projects, scholarly research, creative endeavors, and professional activities, which promote diversity, multiculturalism, and non-discrimination.

### **ADMINISTRATION OF THE FUND**

The Fund is administered by the University Affirmative Action Committee. The Committee establishes the operating guidelines for the use of the monies in the Fund, develops procedures for implementing the guidelines, and selects Fund grant recipients. The 2010-11 committee members are Professor Carmen Martinez-Lopez, University Faculty Senate representative, Professor Philip Pecorino, Professor Concetta Mennella, Professor Emeritus Don Watkins, Professor Joseph Wilson, Professor Joyce Moy, and Natalie Mason-Kinsey, the representative of the Council of Affirmative Action Officers. The Office of Recruitment and Diversity provides administrative support to the Diversity Projects Development Fund. Vice Chancellor Gloriana Waters serves as consultant to the committee, assisted by University Dean Jennifer Rubain.

### **PROJECTS**

The Fund invites proposals in, but not limited to, the following areas:

- Collaborative research among scholars within departments, and/or between disciplines/institutions within CUNY.
- Programs to support members of diverse populations in academic disciplines in which they are traditionally under-represented.
- Seminars, workshops, educational activities, or scholarly research on topics related to diversity and/or multiculturalism.
- Programs or projects which integrate the results of studies and research projects about under-represented groups into the general curriculum.

### **LEVEL OF GRANTS**

Grants are awarded up to a maximum of \$5,000.

### **ELIGIBILITY FOR GRANTS**

Current full and part-time members of the University Instructional Staff may apply for grants. University Instructional Staff titles include the following: the Professorial series, Instructor, Lecturer, the Higher Education Officer series, Research Associate and Assistant, Teaching Staff at the Hunter College Campus Schools, Teaching Staff at Educational Opportunity Centers (teaching and non-teaching), Adjunct titles, and Graduate Assistant titles. Proposals having with matching funds from the host institution or any other source will be considered.

## PROPOSALS MUST CONTAIN

1. A **single** cover sheet on college letterhead, which is attached.
2. A one-page proposal statement with these headings:
  - Amount requested. (**up to \$5,000**)
  - Specific purpose of grant.
  - Projected outcomes (**the results of the proposed project**).
  - Indicated commencement and projected completion dates of the project (**note the project timeframe is limited to the spring semester**).

Completion dates must be on or before August 31, 2011. Proposals selected with dates beyond August 31<sup>st</sup> must be scaled back to ensure completion and to allow appropriate time for follow-up on the final project.

- A detailed line-item budget outlining the use of the funds.

Please check with the Budget Officer at your school if you have questions concerning appropriate expenditures for tax levy monies.

Note: Funds may be used to support reassigned time. If reassigned time is requested, a letter of endorsement by an appropriate college official (provost or department chair) **must** be included with your proposal.

3. Your **current** resume/*curriculum vitae*.
4. A two-page (maximum), double-spaced, typewritten proposal containing the following information:
  - Project summary.
  - A description of the project's implementation plan. (How do you envision this project being carried out from beginning to end?)
  - A discussion of the project's impact on the University community, and potential for successful continuation past the grant period.
  - A brief discussion of the anticipated benefits to under-represented populations as it relates to the fulfillment of the fund's purpose.

## IMPORTANT DATES

- ❖ Grant proposals must be postmarked **and** emailed no later than October 30, 2010. Grant awardees will be notified by emailed on December 1, 2010.
- ❖ Projects can begin once awardees have been notified. The program runs January 2011 through August 2011. **Project award monies must be spent before the end of fiscal year 2011, which is June 30, 2011.**
- ❖ Grantee(s) agree(s) to prepare and submit a **project progress report** by April 30, 2011. Failure to submit a progress report can result in the withdrawal or hold on funds.
- ❖ Grantee(s) agree(s) to prepare and submit a **final evaluation/report** to the committee after the conclusion of the project but no later than August 31, 2011.

## ACCEPTABLE PROPOSALS

Grants will be awarded on a competitive basis and proposals will be selected based on such criteria as relevance to Fund objectives, impact on the University community, and potential for successful continuation past the grant period.

### **Examples of proposals include:**

- Projects which strengthen diversity studies programs;
- Scholarly research which integrates perspectives of under-represented groups into courses throughout curriculums;
- Workshops, seminars, exhibits or performances, which illustrate aspects of diversity or multiculturalism;
- Seminars, workshops, educational activities, or scholarly research on topics related to diversity, multiculturalism and under-represented groups including diversity within protected groups.

## GRANT AWARDS

Grants will be awarded to individuals in amounts up to a maximum of \$5,000. The Fund may provide limited support for the development of seminars, workshops, etc., **but cannot provide funding to cover food or refreshment expenses associated with these activities. The Fund does not cover such items as travel, office furniture, living and/or childcare expenses, laptops, computers and/or PDA's.** All submissions are considered part of the application process and become the property of the Diversity Projects Development Fund.

## TO APPLY:

- ❖ All applicants **must submit eight (8)** complete copies of the proposal and **email one electronic copy** of the completed package to [dpdf.ord@mail.cuny.edu](mailto:dpdf.ord@mail.cuny.edu). **Incomplete submissions will not be considered.** (All proposals must be written in language that will be understood by reviewers.)
- Completed grant proposals should be sent to: Office of Recruitment and Diversity, Attention: Diversity Project Development Fund, City University of New York, 535 E. 80th St., New York, New York 10075, postmarked by October 30, 2010.
- **Please note that for the email submission that all required documents must be submitted as a single electronic Word document (cover sheet, proposal and curriculum vitae) with applicant's name and institution in the subject line. If you are requesting funds to cover release time, your supporting letter from an appropriate campus official (provost or department chair), should have as the subject line the applicant's name and institution.**

Notification will be emailed to all applicants by December 1st.

**CUNY's Protected Class Members are Particularly Encouraged to Apply.**

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