



TO: All Deans, Department Chairs, Faculty, Administration and Staff

FROM: Nancy L. Cruikshank, Director
Office of Grants & Sponsored Research

Holly M. McCoy, Director
Office of Diversity and Equal Opportunity

RE: 2005-2006 Request for Proposals (RFP)
For Programs in Support of Equity and Diversity

DATE: September 9, 2005

The Office of Diversity and Equal Opportunity of the Pennsylvania State System of Higher Education has released a Request for Proposals (RFP) for programs in support of equity and diversity. There are three categories of support: recruitment/retention, outreach, and campus climate. Proposals may address any group or issue that falls within the aegis of the System equity plan, including, but not limited to, diversity, multiculturalism, the Americans with Disabilities Act (ADA), racial/ethnic minorities, the economically disadvantaged, and persons with disabilities.

Since each university is permitted to submit only five (5) proposals, an ad-hoc committee will review the proposals and make recommendations to the President on which proposals to forward to the PASSHE Office of Diversity and Equal Opportunity for consideration of funding.

The deadline date to submit proposals to the PASSHE Office of Equity and Diversity is Monday, October 31, 2005. In order to allow ample time to review the proposals, the Office of Grants & Sponsored Research and the Office of Diversity and Equal Opportunity are requesting all interested faculty and staff submit complete proposals **by 4:00 PM on Monday, October 10, 2005.**

Should you have any questions or need additional information, please contact either Nancy Cruikshank by e-mail at nancy.cruikshank@sru.edu or by telephone at extension 4831 or Holly McCoy by e-mail at holly.mccoy@sru.edu or by telephone at extension 2650.

**SLIPPERY ROCK UNIVERSITY - SPECIFIC
INSTRUCTIONS FOR SUBMITTING
DIVERSITY AND EQUAL OPPORTUNITY PROPOSALS**

Funds will be available beginning in January 2006. Projects must be completed by December 31, 2006. A final report will be due within sixty (60) days after the end of the project. Any project director that does not submit a final report will be ineligible to receive any grants the following year. **All unspent funds must be returned to the PASSHE Office of Diversity and Equal Opportunity at the end of the project period.**

1. Complete the *Transmittal Form* (attached). Faculty project directors must sign the form and obtain the signatures of their department chair and dean. Staff project directors must sign the form and obtain the signatures of their director and vice president. These signatures indicate that the department chair/director and dean/vice president approve the project and agree to the budget proposed, including providing matching funds for the project, if necessary. Submit only the original, signed *Transmittal Form* with the copies of the proposal. This is an internal approval form and it will not be sent to PASSHE.
2. Complete and sign the Proposal Cover Page included in the RFP. The project director does not need to obtain the signatures of the Social Equity Director, the Grants Officer and the University President. These signatures will be obtained by the Grants Office if the proposal will be forwarded to PASSHE.
3. Complete the Abstract Form, project narrative, budget, and plan for discussing future funding according to the RFP guidelines. The proposal narrative must include the project's link to the System equity plan, Board of Governor's Goals, State System Strategic Plan and/or the university's performance and outcomes plan. Below are web addresses to review the information:
 - Board of Governor's goals -- <http://www.sshechan.edu/boggoals.htm>
 - State System Strategic Plan -- <http://www.passhe.edu/content/?/about/strategicplan>
 - SRU's Action Plan -- <http://administration.sru.edu/Provost/SAP/SRUActionPlanwobase.doc>
4. Submit the original *Transmittal Form*, the original proposal with the Project Director's signature and eight (8) unbound copies along with a disk containing the proposal in a Word document to the Office of Grants & Sponsored Research, 102 Old Main, **by 4:00 PM on Monday, October 10, 2005.**

Contact either Nancy Cruikshank by e-mail at nancy.cruikshank@sru.edu or by telephone at extension 4831 or Holly McCoy by e-mail at holly.mccoy@sru.edu or by telephone at extension 2650 if you have any questions.

SLIPPERY ROCK UNIVERSITY
Transmittal Form for Internal Applications

Return this completed form to the Office of Grants & Sponsored Research, 102 Old Main along with the original and eight (8) copies of the proposal and a disk with the proposal in a Word document
by 4:00 p.m. on MONDAY, OCTOBER 10, 2005

Principal Investigator/Project Director _____
 Department/College _____ Phone _____
 Project Title _____

Responding to RFP **Programs in Support of Equity and Diversity 2005-06**

Type of Activity: Recruitment/Retention Outreach Campus Climate

Proposed Project Period: Start date: ___/___/___ End date: ___/___/___ Duration: _____

Budget Considerations

Will conduct of this project require:	YES	NO
Additional space on or off campus?		
Alterations or renovations of existing space?		
Unusual demands for electricity, air conditioning, ventilation or hours of operation?		
Major computer use?		
Matching funds?		
Duplicating services?		
Audio/visual equipment?		
NOTE: The budget needs to reflect all costs associated with any item checked "YES".		

Budget Summary

	Request	Department Chair or Dean Matching*	Total
Project Costs	\$	\$	\$

Compliance Considerations

Does this project involve:	YES	NO
Use of human subjects? If yes, approval from IRB must be obtained prior to start of project		
Use of vertebrate animals? If yes, approval from IACUC must be obtained prior to start of project		
Use of hazardous substances? If yes, approval from the Director of Environmental Health & Safety must be obtained prior to start of project		
Subcontracting? If yes, attach letter(s) signed by institutional official(s) of subcontracting institution(s)		

Signature of Principal Investigator/ Project Director	Date
Signature of Department Chair/ Director*	Date
Signature of Dean/Vice President*	Date

*NOTE: The signatures of the Department Chair /Director and Dean/Vice President indicate that they approve the project and agree to budget proposed, including providing matching funds for the project, if necessary.

Pennsylvania State System of Higher Education
Office of Diversity and Equal Opportunity
Charmaine Clowney – Director
Diversity Grant Request Form



2005-2006 Request for Proposals (RFP)
For Programs in Support of Equity and Diversity

Pennsylvania State System of Higher Education

Office of the Chancellor

Office of Diversity and Equal Opportunity

Dixon University Center

2986 North Second Street

Harrisburg, Pennsylvania 17110

Phone: (717) 720-4040

Pennsylvania State System of Higher Education
Office of Diversity and Equal Opportunity
Charmaine Clowney – Director
Diversity Grant Request Form

Equity and Diversity grants are available for the 2005–2006 year. These grants are funded by the Minority Appropriation fund, through the Office of the Chancellor, Office of Diversity and Equal Opportunity. Three categories of support will be made available. Proposals may address any group or any issue that falls within the aegis of the System equity plan, including, but not limited to, diversity, multiculturalism, the Americans with Disabilities Act (ADA), racial/ethnic minorities, the economically disadvantaged, and persons with disabilities.

Funding support will be considered and determined on a case-by-case basis. Generally, individual proposals will be allocated a maximum of \$12,500. Collaborative proposals involving two or more System Universities are particularly encouraged. In collaborative proposals one University must be the lead applicant and letters of commitment from the other collaborating Universities' President or Provost must be included. The collaborating universities must have an active role in the project. Collaborative proposals may request a higher maximum grant in the range of \$15,000 to \$20,000. Collaborative grants may address any of the three program categories.

Funds can only be used for the year awarded. Below is a general description of each category:

1. Recruitment/Retention – The goal of programs in this category is the achievement of measurable improvement in the recruitment and retention of equity group members, including racial/ethnic minorities, the economically disadvantaged, and persons with disabilities.

2. Outreach – Projects in this category must target equity group students in grades seven through twelve and be designed to enhance the participant's orientation, motivation, and preparation for pursuing post secondary level education.

3. Campus Climate – The goal of programs in this category is to provide support for projects, activities and events such as: workshops/seminars, curricular and instructional improvement etc., which will contribute to the establishment of a supportive, nurturing campus environment for students, faculty, and staff.

Due Date: System Universities may establish a local due date for proposals. System Universities shall establish procedures to select no more than five proposals for submission to the System Office. Proposals must be received at the System Office ***no later than*** 5:00 p.m. Monday October 31, 2005.

Submission Format: Three (3) unbounded copies and/or one (1) electronic copy of the proposal, including any appendices, or attachments, are required. Electronic copies should be submitted to the following mailbox: Equityproposals@passhe.edu. Your proposal should include the following:

Pennsylvania State System of Higher Education
Office of Diversity and Equal Opportunity
Charmaine Clowney – Director
Diversity Grant Request Form

- A cover sheet endorsed by the university's Project Director, Director of Social Equity and Grant Office and, if required by University policy, the President or Provost.
- An abstract form (provided).
- A narrative description of the project, including the project's link to the System equity plan, Board of Governors' Goals, State System Strategic Plan and/or performance indicators, and/or university's performance and outcomes plan (1 page typewritten).
- A budget modeled on the enclosed example (Note: funds are not available for international travel or purchase of equipment, textbooks, library books, hardware, or software).
- A plan discussing how you will ensure funding for future program costs (if applicable).

System Universities' procedures for review of all external funding requests typically require departmental and presidential and/or provost approvals. Please check with your University's Grant Office to ensure you follow those procedures. The Grant Officer's signature on the Proposal Cover Page will serve as verification that all University procedures have been followed.

Funding: Funding decisions will be based on the merits of the proposals, including but not limited to the following factors: completeness of the proposal; clearly stated, measurable and realistic goals and assessment strategies; realistic schedule; impact on the target population; soundness of the budget; leverage of other funds and future funding plans. Decisions will be communicated to applicants and University officials *no later than* three weeks from the date of submission. Award notifications will include a Memorandum Of Understanding (MOU), and instructions for completing the final narrative and budget reports.

Final Report: An end of project report including a final Financial Statement from the grants accounting office must be submitted to the Office of the Chancellor **within 60 days of the conclusion of the project. Failure to do so may result in denial of further applications.** Information about the content and format of this report will be included with the award notification letters. **Any funds not used must be returned to the Office of the Chancellor, Office of Diversity and Equal Opportunity with this final report.**

Other Information: Questions regarding this RFP should be directed to Ms. Charmaine P. Clowney, J.D., Director of Diversity and Equal Opportunity at (717) 720-4040.

Pennsylvania State System of Higher Education
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Charmaine Clowney – Director
Diversity Grant Request Form

ABSTRACT FORM

The abstract form should be completed as comprehensively as possible. The narrative should be written to lend itself to inclusion in a compendium of System equity projects. The abstract should explicitly state the goals or purpose of the project and the activities that support them. The abstract should also include how the program will be assessed to determine whether or not these goals have been met.

Project Title: _____

University: _____

Project Director: Name: _____

 Phone: _____

Goals: Please list the goals you wish to achieve with this grant?

1. _____

2. _____

Assessment: Please describe how you plan to assess these goals?

1. _____

2. _____

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Narrative

Please write a narrative detailing the program's itinerary or scope or services. Additionally, include any information that will demonstrate the value added to students/staff/faculty from the program. Please keep narrative to 1 (one) typewritten page.

