# West Chester University University Forum

# Request for Proposals (RFP)

# Introduction

The WCU University Forum (UF) invites grant applications for activities to enhance the campus climate for students, staff, and faculty through scholarship, programming, creative and collaborative activities, teaching, learning, communicating, and other aspects of campus community development.

The overall purpose and objective as recommended by the Campus Climate Survey Advisory Committee (CCSAC) is:

Identify sustainable initiatives to provide faculty, staff, and students with the skills to engage in

dialogues related to sensitive subjects, in a civil and respectful manner and provide safe venues

for these discussions; develop a pool of individuals who are well equipped to facilitate these

discussions.

Projects which involve collaboration with faculty and students in their classes will be most favorably considered. Grants will be awarded to assist you to implement the projects within the 2012 – 2013 academic year. A report summarizing expenditures and project results will be required within 30 days of the end of the project.

**Funding Priorities**

The priorities for the RFP are based on the results of the Campus Climate Survey conducted in spring 2010 and the priorities of the UF. The campus climate survey results indicate specific concerns with regard to the following *Priority Groups or Issues*:

* Staff
* People with Disabilities
* People of Color/Non-White
* Women
* LGBTQA
* Sexual Assault Prevention and Victim Assistance

The survey specifics are available for review: <http://www.wcupa.edu/sharedvision/climatesurvey/results/results.asp>

The following *Types of Projects or Approaches* are recommended:

* Increasing opportunities for cross-cultural dialogue among students, and between faculty, staff, and students;
* Incorporating issues of diversity and cross-cultural competence more effectively into the curriculum;
* Addressing student concerns of classroom inequality;
* Providing diversity, harassment, or discrimination training for students, staff, and/or faculty;
* Increasing awareness of sexual misconduct; or
* Providing training for respectful communications for students, staff and/or faculty.

When possible, videotaping of presentations and training programs is encouraged. Videotapes will be made available in the library for future use.

# Eligibility

All tenured and tenure-track faculty, regular full-time staff, and students are eligible to participate on teams for awards on a competitive basis. Continuing non-tenure-track faculty are encouraged to apply *with* a tenured or tenure-track faculty member if the latter is the primary grantee. Temporary faculty must indicate that they expect to be employed at WCU during the grant period. The signature of the Department Chair/Supervisor will confirm expectation of continuing employment. Projects submitted by a student/student organization require a faculty or staff sponsor.

# Funding Limits

 Grants will be awarded to a maximum amount of $5,000 each.

**Funding Exclusions**

Funding is not available for normal course development or for Alternate Work Assignments.

**Application Process**

One hard copy of the application shall be delivered to the Office of Social Equity, attention: Barbara Schneller, by the due dates listed below. In addition, one PDF file containing the proposal and appendices shall be sent as an attachment to email to bschneller@wcupa.edu . The application review committee may require an oral presentation for further information about the project described in the application.

*Due Dates*

**Applications for activities that are planned for the Fall 2012 semester must be received by noon on April 16, 2012.** Applications will be reviewed and the applicants notified of acceptance or rejection by April 30, 2012.

*The application includes four parts:*

1. Grant Application Form – abstract and signatures page (1 page).

2. Project Description. Project description must not exceed 3 pages, single spaced, and 12-point type font size.

3. Budget Form and Budget Justification (2 pages).

4. Appendices (e.g., Biographical materials of a proposed speaker - limited to 3 attachments).

**Project Description:**

The Project Description should use the headings listed below. Please identify or describe:

1. Priority topic(s) that the project will address;
2. Type of project or approach that will be utilized;
3. Project goals and objectives (e.g., provide students with skills to engage in dialogue around difficult subjects);
4. Sustainability: how this program, if successful, can be shared and replicated in the future;
5. Method of Evaluation/Assessment: clearly describe the expected impact on your target population. Describe methodology that you will use to evaluate/assess the impact of your project;
6. Project Timeline:  Fall Semester  2012 only    Fall Semester 2012 & Spring Semester  2013

**Budget**

After completing the attached budget table, provide a budget justification on the following page. Discuss and justify all items requested in the budget and their quantities in terms of their necessity for the project. Clearly justify the length of time requested for all personnel identified in the proposal. (For example, if you are hiring student workers, list the number of hours they will work and hourly rate: 1 student worker at $10/hour for 100 hours.) Justify the quantity of each item requested under equipment/materials, photocopying and printing, or other cost linked to quantity. (For example, explain why 200 copies of a survey are needed rather than 150.)

# Human subjects approval requirements

# If the proposed activity requires clearance from the Institutional Review Board (e.g., Human Subjects Committee or Institutional Animal Care and Use Committee), then the applicant must initiate the review process before submitting the grant application.  Attach a copy of the IRB application to  the proposal.  If the grant is awarded, the grant activity cannot start without IRB approval.  Any other required approvals or permissions must be completed and attached (e.g., letters from a cooperating school or institution).

# All sections of the grant application form must be completed in their entirety. Label each section of the application with a heading and/or subheading. The application review committee may require an oral presentation for further information about the project described in the application. Incomplete and poorly written proposals will not be funded.

**West Chester University Forum Grant Cover Page**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Abstract:** (200 words):

Project Goals and Objectives:

**Applicants and Department Chair Signatures:**

Please circle applicant category.

**1.Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category: Faculty, Student, Staff, other**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Category: Faculty, Student, Staff, other**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Category: Faculty, Student, Staff, other**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Chair/ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Performance Period**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UF GRANT APPLICATION FORM**: ***BUDGET FORM***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Budget** | **Requested Grant Amount** | **Departmental/ College Contribution** | **Other Funding Sources****Specify:** | **Totals** |
| **1. Personnel** |  |  |  |  |
| Faculty (AWAs will not be funded) |  |  |  |  |
|   |  |  |  |  |
| Student Worker |  |  |  |  |
| **Subtotal (Personnel)** |  |  |  |  |
|  |  |  |  |  |
| **2. Operating Expenses** |  |  |  |  |
| Equipment/Materials (itemize) |  |  |  |  |
| Office Supplies |  |  |  |  |
| Photo Copying & Printing |  |  |  |  |
| Travel |  |  |  |  |
| Lodging |  |  |  |  |
| Other (specify) |  |  |  |  |
| Consultant |  |  |  |  |
| **Subtotal (Operating Expenses)** |  |  |  |  |
|  |  |  |  |  |
| **Total Project Amount** | \* |  |  |  |

\* Total grant amount requested from the UF Competition: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rounded off to nearest dollar). This figure must be listed on the title page of the proposal.

**Budget Justification.**  Provide an explanation for all expenses listed in the project budget. Show how particular amounts were calculated. Expenses should be clearly linked to project goals and objectives. Do not assume that the UF will identify budget explanations and justifications because they are stated or implied in other sections of the grant application.