WEST CHESTER UNIVERSITY – UNIVERSITY FORUM
Request for Proposals (RFP)

Application deadline: 12:00 pm Monday, March 28, 2016

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 involving collaboration with faculty and students in their classes, are collaborative between departments and/or divisions, and those that address areas of Funding Priorities (listed below), will be most favorably considered. Grants will be awarded to assist you to implement the projects during the fall of 2016 and spring of 2017. A report summarizing expenditures and project results will be required within 30 days of the end of the project.

Funding Priorities

The priorities for this RFP are based on the results of the Strategic Plan: Building on Excellence and the priorities of the University Forum. For 2016-2017 the priorities areas have been determined to include:

- Staff
- People with Disabilities
- People of Color / Non-White
- International Students
- Students - Philadelphia Campus
- Women

- LGBTQA
- Sexual Assault Policies and Procedures
- Veterans
- Non-traditional students
- Part-time Employees

These *Types of Projects or Approaches* are recommended and should be explained in a brief narrative:

- Increasing opportunities for cross-cultural dialogue and/or learning among students, and between faculty, staff, and students;
- Incorporating issues of diversity and cross-cultural competence more effectively into the curriculum in ways that will improve campus climate;
- Providing diversity training for students, staff, and/or faculty;
- Cross-unit collaboration;
- Projects that encourage campus-wide discussions and participation through online webinars and/or workshops;
- Creative and original approaches to address the priority topics.

Eligibility

All tenured and tenure-track faculty, regular fulltime 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 be required. Student proposals will require a faculty or staff sponsor.

Application Process

One hard copy of the application shall be delivered to the Office of Social Equity, attention: Alina Torres-Zickler by the date noted in the Due Dates section. In addition, one PDF file containing the proposal and appendices shall be sent as an attachment by email to atorres3@wcupa.edu by the due date. **The application review committee may require a meeting for further information about the project.**

Funding Limits and Exclusions

Limits: Grants will be awarded up to a maximum amount of $5,000 each. There is the <u>expectation</u> of collaborative funding with other campus units, and upon proposal review UF may request cost reduction if possible. Funding history will also be considered.

Exclusions: Funding is not intended for normal course development or for Alternate Work Assignments (AWAs).

Important Dates

Applications must be received by **noon on Monday, March 28, 2016**, in the forms specified above.
UF might request individual meetings with proposal writers during the week of April 13th.
Applicants will be notified of acceptance or rejection of proposal for funding by **April 25, 2016.**

Application Documentation

Applications must include four parts (incomplete or poorly-written proposals will not be considered):

1. Grant Application Form – abstract and signatures page (1 page).
2. 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).

The Application and Budget Forms are included in this RFP and available on the Forum website. The website also provides sample funded past proposals, end-of-year reports, and FAQS: www.wcupa.edu/universityforum. The co-chairs will hold an **open session** for questions before submission of proposals on Wednesday, **February 10th** (2PM-3PM). Room 101, 13/15 University Ave.

Project Description

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

1. <u>Priority topic(s)/audience</u> that the project will address;
2. <u>Type of project or approach</u> that will be utilized;
3. <u>Project goals and objectives</u> (e.g., provide students with skills to engage in dialogue around difficult subjects);
4. <u>Marketing</u>: how the program will be marketed and advertised to reach out to the whole campus community; applicants should use resources such as the University's Office of Public Relations & Marketing for publicity strategies, a timeline of marketing plan should also be included;
5. <u>Sustainability</u>: how this program, if successful, can be shared and replicated in the future;
6. <u>Method of Evaluation/Assessment</u>: clearly describe the expected impact on your target population. Describe methodology that you will use to evaluate/assess the impact of your project;
7. <u>Project Timeline</u>:   Fall 2016 only / Fall of 2016 and Spring of 2017 / Spring 2017 only

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 $7.25/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).

UNIVERSITY FORUM GRANT APPLICATION
COVER PAGE

Title: _____

Abstract: (200 words):

Applicants and Department Chair Signatures:

Please circle each 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 _____

UNIVERSITY FORUM GRANT APPLICATION
PROJECT BUDGET FORM

	Requested UF Grant Amount	Departmental / College Contribution	Other Funding Sources (Specify)	Totals
1. PERSONNEL				
Faculty				
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 UF in $ (rounded off to nearest dollar). This figure must be listed on the Cover 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 UF will identify budget explanations and justifications because they are stated or implied in other sections of the grant application.