

2012 DIVERSITY FUND

Call for Proposals: March 30, 2012

Application Process

Proposals should be submitted via email to divfund@pobox.upenn.edu by *Friday, March 30, 2012*. Successful applicants will generally be notified by mid-June, with funding available July 1.

Brevity and clarity will increase the likelihood of an application's success. Failure to provide the information in the order requested below, or to comply with page limitations, will risk disqualification from the competition.

All applications should be limited to *no more than ten pages* and should include:

Section One: Cover Sheet and Abstract

1. A cover sheet including:
 - a) Principal Investigator's name (one individual only), rank, phone number, email address, department, school, campus address, and mail code
 - b) Business Administrator's name, phone, and email address
 - c) Title of proposal
 - d) Signatures of the Principal Investigator, Department Chair, and Dean as applicable. Original cover sheet with signatures should be mailed to the Office of the Associate Vice Provost for Equity and Access Programs, *attention: Gail Oberton*, 220 South 40th Street, Suite #260, mail code: 3512.
2. A list of any other Co-Principal Investigators or Co-Investigators involved with the project and their school or campus affiliations (Students should not be listed as Co-Investigators.)
3. An abstract of no more than 100 words

Section Two: Budget

1. Total amount requested from the Diversity Fund for the project.
2. Detailed budget. Items should be listed in order of importance to the project. (Please note that financial support cannot be provided for non-Penn faculty.) Budgets for a multi-year project must have a clearly delineated budget for each year.
3. Detailed budget justification.
4. Other funds committed to the same project. If any, identifying sources and amounts.
5. Other pending proposals for the same project. If any, identifying sources and amounts requested.
6. A brief biographical sketch of each investigator (preferably one paragraph).
7. A list of related support received during the past three years, with amounts listed by year. If the proposal was funded in the past by the Diversity Fund, a report on the use of those funds and an assessment of project's impact should be attached as appendix to the application (the appendix is not counted in the total page limit).
8. A written commitment that the project will not exclude anyone from participation on the basis of any class protected by law.

Section Three: Project Description

A detailed description of the research proposal (not more than six single-spaced pages), which must include the following:

- a) Scope of the project
- b) Rationale
- c) Significance
- d) Plan and procedures
- e) Expected outcomes
- f) Evaluation plan

Criteria for Review

Review and evaluation will be based on the following criteria:

- Relation of the project to the Penn Compact and the University's goals for recruitment and retention of underrepresented minorities.
- Clarity of goals and procedures, and evaluation plan with measurable outcomes.
- Potential for sustainability over time with school, center, or extramural funding, particularly as demonstrated by matching funds.
- Likelihood of generating new insights about diversity in higher education.
- Budget appropriateness.
- Potential for sustainable partnerships among schools, departments or university programs.

If you are applying for renewal of a multi-year project, an interim progress report is due by January 30, 2012.

Questions should be directed to Gail Oberton in the Office of the Associate Vice Provost for Equity and Access (215-898-0809), email divfund@pobox.upenn.edu, or visit the Equity and Access Programs website at www.vpul.upenn.edu/aap/.