



# PRESIDENT'S DIVERSITY mini GRANTS \$

## REQUEST FOR PROPOSAL

**Deadline: Tuesday, Feb. 23, 2021**

*Open to all PSU faculty, staff, and departments*

## PURPOSE

The Division of Global Diversity & Inclusion and the President's Diversity Action Council (DAC) seek to promote a positive campus climate for diversity and inclusion, support the development of culturally responsive curriculum, diversity education and learning offerings, diversity programming and assist in the recruitment and retention of a diverse student body, faculty, staff, and administration. The President's Diversity Mini Grants are funded and administered by Global Diversity & Inclusion on behalf of the Diversity Action Council.

## ELIGIBILITY

Applications are invited from all Portland State faculty, staff and departments. Support may be requested for diversity-related culturally responsive curricular development projects, campus events and programs, or research. Partnership with a PSU department is required for any students applying. The department must be in agreement to support the fiscal processing of the award.

## THE AWARD

The amount of the award will vary, depending on the nature of the project proposed and the number of meritorious applications received. Selected proposals will be awarded up to \$500 each. Funding must be expended before June 20, 2020.

## APPLICATION CHECK-LIST

**Important:** All applicants must submit a complete application including the following:

- Project Title, Name of Applicant(s), and Department(s):** Applicants must also include the contact info of the main applicant for this proposal.
- Project Summary:** Applicants must include a non-technical project summary of no more than 40 words.
- Proposal (limited to 1,000 words).** The proposal should include: the purpose and rationale for the project, the project design and timeframe, evidence of the applicant's ability to carry out the project, and how the project supports at least one of the following goals:
  1. Create a More Inclusive Campus
  2. Promote Recruitment, Retention and Graduation of Diverse Students
  3. Promote Diversity through Effective Workforce Hiring and Retention
  4. Utilize an Equity Lens in Campus Planning and Decision Making
  5. Institutionalize our Commitment to Equity and Diversity
  6. Use Equity Analytics to Track Progress in Equity Work
  7. Promote Equity in Contracting and Purchasing

## APPLICATION CHECK-LIST, continued

- Itemized Budget:** Mini Grant funds may only be used for purposes directly related to the diversity project. Itemized budgets normally include services and supplies with narrative justifications for each item. All expenses must be in accordance with Portland State University's policies, requirements and restrictions.
- Pending Support:** Partnering with another department or unit on campus is a requirement of a successful application. Please state if you are requesting funding for this project from other sources. Be sure to specify the name of the granting agency and/or department and the amount you have requested.

## SUBMISSION PROCEDURE + DEADLINES

**Email the complete application to Global Diversity & Inclusion (diversity@pdx.edu) by 5:00 PM on Tuesday, February 23, 2021.** If you did not receive a confirmation email as receipt of your request by January 23, 2020, please contact Global Diversity & Inclusion immediately at 503.725.5919.

## SELECTION PROCESS

A committee composed of members of the Diversity Action Council will make a recommendation of the proposals to be funded to the Vice President. Proposals will be judged primarily on the following: soundness of the project design, rationale for the project, feasibility of completing the project within the timeframe proposed, qualifications of the applicant(s), and the relationship of the project to the specified goals of the Diversity Action Council and PSU Strategic Plan. Selected applicants will be notified in February 2020.

## TERMS + CONDITIONS

1. Each applicant has the responsibility for making sure all expenditures are in accordance with Portland State University's policies, requirements, practices and restrictions.
2. Approved funding does not roll over and must be expended by June 30th of each fiscal year.
3. Acknowledge Global Diversity & Inclusion and the Diversity Action Council as sponsors of the funded diversity project in any printed or electronic promotional materials. GDI logos available by request.
4. Funded diversity projects will be highlighted at the President's Diversity Awards Ceremony in May 21, 2020 at the Native American Student & Community Center. To facilitate this, please e-mail a PowerPoint (2 slides maximum) of the progress and/or results of your project to Global Diversity & Inclusion (diversity@pdx.edu) by May 6, 2020. Please include in your PowerPoint the title of your project; your name(s); project summary, progress and/or results; and any photos/graphics/flyers that you would like to add. We will be showcasing the PowerPoint of the funded diversity projects on a slideshow loop during the award ceremony. The PowerPoint serves as a final report to Global Diversity & Inclusion and the Diversity Action Council.
5. Partnership with your department's fiscal personnel is required. They must be in agreement to support the fiscal processing. Please have someone in your department who handles accounting work with David Fasolino, fasolino@pdx.edu to process receiving your funding.
6. If research involves the use of human subjects, a copy of the PSU Human Subjects Research Review Committee approval letter needs to be submitted to Global Diversity & Inclusion as soon as it is received by the grant recipient.

**Please contact Patrick Villaflores, Committee Chair of the President's Diversity Mini Grants Program, at 503.725.5969 for this year's funding opportunity.**