APPLICATION GUIDELINES

PURPOSE
The Office of Global Diversity & Inclusion and the Diversity Action Council (DAC) seek to promote a positive campus climate for diversity, support the development of diversity curriculum, enhance communications, and assist in the recruitment and retention of a diverse student body, faculty, staff, and administration.

Support may be requested for diversity-related culturally responsive curricular development projects, campus events and programs, or research.

ELIGIBILITY
Applications are invited from all Portland State faculty, staff and departments.

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 30, 2017.

THE 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 three double-spaced pages):** 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. Promoting a positive campus climate for diversity & inclusion.
  2. Supporting the development of culturally responsive curriculum; diversity education and learning offerings; cultural competence or diversity programming.
  3. The application of an Equity Lens
  4. Assisting in the recruitment and retention of a diverse student body, faculty, staff, and administration.

In addition, the DAC has selected the following goals as the priority:

  1. Recruitment & Retention of Students, Staff and Faculty of Color
  2. Cultural Competence Training

See next page for more information.
Itemized Budget: Award funds may only be used for purposes directly related to the diversity activity. All funding must be in accordance with State of Oregon requirements and restrictions. Itemized budgets normally include services and supplies with narrative justifications for each item.

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 AND DEADLINES
Email the complete application to Global Diversity & Inclusion (diversity@pdx.edu) by 5:00 PM on Friday, January 27, 2017. If you did not receive a confirmation email as receipt of your request by January 30, 2017, 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 relationship of the project to the specified goals of the Diversity Action Council and PSU Strategic Plan. Selected applicants will be notified in February 2017.

TERMS AND CONDITIONS
Funded diversity projects will be highlighted at the President’s Diversity Awards Ceremony in May 2017 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 the Office of Global Diversity & Inclusion diversity@pdx.edu by May 5, 2017. 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.

Acknowledge the Office of Global Diversity & Inclusion and the Diversity Action Council as sponsors of the funded diversity project in any printed or electronic promotional materials.

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.

Funding must be expended before June 30, 2017

Please contact Global Diversity & Inclusion (diversity@pdx.edu) or call 503-725-5919 if you need further assistance or information.

These mini-grants are funded and administered by the Office of Global Diversity & Inclusion on behalf of the Diversity Action Council.