



Office of Human Resources Management
Recruitment and Diversity
205 East 42nd Street, 10th Floor
New York, NY 10017
Tel: 646-664-3307
Fax: 646-664-2962

DIVERSITY PROJECTS DEVELOPMENT FUND

**Sponsored by the Office of the Vice Chancellor for Human Resources Management
Office of Recruitment and Diversity**

2015-2016 CALL FOR PROPOSALS

PURPOSE OF THE FUND

The Diversity Projects Development Fund (DPDF) was established by the Office of the Vice Chancellor for Human Resources Management to support educational projects, scholarly research, creative activities and other programmatic initiatives that promote multiculturalism, diversity and inclusion, affirmative action and nondiscrimination for the benefit of the University community.

The Fund is administered by the University Advisory Council on Diversity. The Council establishes the operating guidelines for the use of the monies in the Fund, develops procedures for implementing the guidelines, and selects Fund grant recipients. The Office of Recruitment and Diversity provides administrative oversight to support the Diversity Projects Development Fund.

ACCEPTABLE PROPOSALS

Grants will be awarded on a competitive basis and proposals will be selected based on such criteria as relevance to Fund objectives, impact on the University community, dissemination and assessment of results, and potential for successful continuation past the grant period. Proposals should be written in plain language without technical jargon and include a literature review. Please note that projects with potential for University-wide impact will be given special consideration and sustainable and replicable projects are particularly encouraged. All submissions are considered part of the application process and become the property of the Diversity Projects Development Fund.

The Fund invites proposals in, but not limited to, the following areas:

- Programs that support members of diverse populations in academic disciplines in which they are traditionally underrepresented.
- Scholarly research which integrates results of innovative studies and research projects on underrepresented groups into courses throughout curricula.
- Seminars or workshops on topics related to diversity and/or multiculturalism.
- Creative endeavors such as exhibits or performances that illustrate aspects of diversity or multiculturalism.
- Programs/projects which integrate research about underrepresented groups into the general curriculum.
- Programs/projects to promote affirmative action.
- Programs/projects that respond to the needs of an urban setting.

GRANT AWARDS

Grants are awarded up to a maximum of \$5,000.

Reassigned time and summer salary are not covered.

The Fund cannot provide funding to cover food or refreshment expenses associated with these activities. The Fund does not cover such items as travel, office furniture, living and/or childcare expenses, laptops, computers, phones and/or other electronic equipment.

ELIGIBLE RECIPIENTS

Current full and part-time members of the University Instructional Staff may apply for grants. University Instructional Staff titles include the following: the Professorial series, Instructor, Lecturer, the Higher Education Officer series, Research Associate and Assistant, Teaching Staff at the Hunter College Campus Schools, Teaching Staff at Educational Opportunity Centers (teaching and non-teaching), Adjunct titles, and Graduate Assistant titles. Proposals with matching funds from the host institution or any other source will be considered, and supplementing this micro-grant is strongly encouraged.

SUBMISSION DEADLINE & IMPORTANT DATES

- Grant proposals must be emailed to DPDF.ord@mail.cuny.edu **no later than October 30, 2015**. Notification of decisions will be emailed on December 11, 2015.
- Projects can begin once grant recipients have been notified. The program runs January 2016 through June 2016. Funds are transferred to the campus budget offices in late January. **Project award monies must be spent before the end of the fiscal year, which is June 30, 2016.**
- Recipients must submit an **Interim Report** via email to DPDF.ord@mail.cuny.edu by April 30, 2016. Failure to submit an Interim Report can result in the withdrawal or hold on funds.
- Recipients must submit a **Final Report** via email to DPDF.ord@mail.cuny.edu after the conclusion of the project but no later than August 31, 2016. The Final Report should include how you have shared or plan to share your research with the larger community, e.g., presentation at academic conference or publication in a peer-reviewed journal.

HOW TO APPLY

Please email your DPDF Proposal to DPDF.ord@mail.cuny.edu as one PDF file or Word document. Proposals must contain all of the following:

1. A single-page **DPDF Proposal Cover Sheet** on your campus letterhead
2. A two-page (maximum), double-spaced **DPDF Proposal** containing the following information:
 - Project summary;
 - Description of the project's implementation plan, discussing how you envision this project being carried out from beginning to end;
 - Description of project's dissemination and assessment;
 - Discussion of the project's impact on the University community, and potential for successful continuation past the grant period;
 - Discussion of the anticipated benefits to underrepresented populations as it relates to the fulfillment of the Fund's purpose;
 - A detailed line-item budget outlining the use of the funds;
Please check with your campus Budget Officer if you have questions concerning appropriate expenditures for tax-levy monies.
3. A **current curriculum vitae or resume**

<p>You will receive an email confirming receipt of your DPDF Proposal. If you do not receive this email, please call Maryann McKenzie at 646-664-3297.</p>



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Diversity Projects Development Fund (DPDF) DPDF Proposal Cover Sheet

Applicant Name(s):

Rank/Title:

Campus:

Campus Address:

Campus Phone:

Campus Email Address:

Department:

Home Address:

Alternate Phone:

Name & Title of Collaborators (if not listed as co-applicants):

Grant Amount Requested:

Project Title:

Project Purpose:

Projected Outcomes:

Project Commencement Date:

Project Completion Date:

Please list all grants the applicant(s) has received during the last 3 years:

Check List of DPDF Proposal Requirements

☐ **DPDF Proposal Cover Sheet** (printed on campus letterhead)

☐ **Proposal**

☐ **Current Curriculum Vitae or Resume**

Deadline for DPDF Proposal Submission – Friday October 30, 2015
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