MEMORANDUM

TO: Diversity/Affirmative Action Officers

FROM: Jennifer S. Rubain, Esq., University Dean for Recruitment and Diversity

DATE: September 19, 2011

RE: Diversity Projects Development Fund (DPDF) 2011-12

The Diversity Projects Development Fund (DPDF), sponsored by the Office of Recruitment and Diversity, is a University-wide initiative developed to assist in the development of educational projects, scholarly research, creative endeavors and professional activities, which promote diversity, affirmative action, multiculturalism, and nondiscrimination. Projects selected for funding are usually for or about populations that are traditionally under-represented within higher education.

Attached is the DPDF announcement which discusses the program and application procedures, along with the application cover sheet. These materials, updates on the program, and a listing of the most recent recipients and the title of their projects are all available at the following website: http://www.cuny.edu/about/administration/offices/ohrm/diversity/Retention/DPFDF.html.

The application deadline is October 28, 2011. Please note that the program runs January 2012 through August 2012, but monies awarded must be spent before June 30, 2012. As always, this program is subject to funding availability.

This program is part of the University’s commitment to pluralism and diversity. Although the program is open to all current full and part-time members of the University Instructional Staff, CUNY’s protected groups, including Italian Americans, are especially encouraged to apply. Please notify your campus community about this wonderful funding opportunity.

Thank you for your continued support of this project.
DIVERSITY PROJECTS DEVELOPMENT FUND
Sponsored by the Office of the Vice Chancellor for Human Resource Management
Office of Recruitment and Diversity

2011-2012 CALL FOR PROPOSALS

PURPOSE OF THE FUND
The Diversity Projects Development Fund was established by the Office of the Vice Chancellor for Human Resources Management to support scholarly research projects and other educational activities for or about populations that are traditionally under-represented within higher education. More specifically, the purpose of the Fund is to assist in the development of educational projects, scholarly research, creative endeavors, and professional activities, which promote diversity, affirmative action, multiculturalism, and non-discrimination.

ADMINISTRATION OF THE FUND
The Fund is administered by the University Affirmative Action Committee. The Committee 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 2011-2012 committee members are:

Professor George Cunningham, Brooklyn College
Professor Carmen Martinez-Lopez, Borough of Manhattan Community College
University Faculty Senate representative
Professor Philip Pecorino, Queensborough Community College
Professor Concetta Mennella, New York City College of Technology
Professor Emeritus Don Watkins, Baruch College
Professor Joseph Wilson, Brooklyn College
Ms. Joyce Moy, Asian/Asian American Research Institute
Ms. Natalie Mason-Kinsey, Brooklyn College
Council of Affirmative Action Officers Representative

The Office of Recruitment and Diversity provides administrative oversight to the Diversity Projects Development Fund. Vice Chancellor Gloriana Waters serves as consultant to the committee, assisted by University Dean Jennifer Rubain.

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

- Programs to support members of diverse populations in academic disciplines in which they are traditionally under-represented.
• Seminars, workshops, educational activities, or scholarly research on topics related to diversity and/or multiculturalism.
• Programs or projects which integrate the results of studies and research projects about under-represented groups into the general curriculum.
• Action programs/projects to promote affirmative action.

Please note that projects with potential for University-wide impact will be given special consideration and sustainable and replicable projects are particularly encouraged.

**GRANT AWARDS**

Grants are awarded up to a maximum of $5,000. The Fund may provide limited support for the development of seminars, workshops, etc., *but 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 and/or PDAs.* All submissions are considered part of the application process and become the property of the Diversity Projects Development Fund.

**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 you are strongly encouraged to supplement this micro-grant.

**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, and potential for successful continuation past the grant period.

Examples of proposals include:
• Projects which strengthen diversity studies programs;
• Scholarly research which integrates perspectives of under-represented groups into courses throughout curriculums;
• Workshops, seminars, exhibits or performances, which illustrate aspects of diversity or multiculturalism;
• Seminars, workshops, educational activities, or scholarly research on topics related to diversity, multiculturalism and under-represented groups including diversity within protected groups.

**IMPORTANT DATES**

- Grant proposals must be emailed to DPDF@mail.cuny.edu no later than October 28, 2011. Notification of decisions will be emailed on December 12, 2011.
- Projects can begin once grant recipients have been notified. The program runs January 2012 through August 2012. **Project award monies must be spent before the end of fiscal year 2012, which is June 30, 2012.**
Recipients must submit a project progress report via email to DPDF@mail.cuny.edu by April 30, 2012. Failure to submit a progress report can result in the withdrawal or hold on funds.

Recipients must submit a final evaluation report via email to DPDF@mail.cuny.edu after the conclusion of the project but no later than August 31, 2012. 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 peer review journal.

APPLICATION PROCESS:

All applicants must submit one electronic copy of the complete proposal to DPDF@mail.cuny.edu. Incomplete submissions will not be considered. Proposals must be submitted as a single electronic document with applicant's name and institution in the subject line. Proposals should be written in plain language without technical jargon. Proposals must contain all of the following:

1. A single cover sheet, in the attached format, on your school letterhead.

2. A one-page proposal statement with these headings:
   - Amount requested. (up to $5,000)
   - Specific purpose of grant.
   - Projected outcomes (the results of the proposed project).
   - Anticipated beginning and completion dates of the project.

   NOTE: Project award monies must be spent before June 30, 2012. Final evaluation report must be submitted on or before August 31, 2012.

   - A detailed line-item budget outlining the use of the funds.
     Please check with the Budget Officer at your school if you have questions concerning appropriate expenditures for tax levy monies.
     Note: Funds may be used to support release time. If release time is requested, a letter of endorsement by an appropriate school official (provost or department chair) must be included with your proposal and have your name and institution as the subject line.

3. Your current curriculum vitae or resume.

4. A two-page (maximum), double-spaced, typewritten proposal containing the following information:
   - Project summary.
   - A description of the project's implementation plan, discussing how you envision this project being carried out from beginning to end.
   - A discussion of the project's impact on the University community, and potential for successful continuation past the grant period.
   - A brief discussion of the anticipated benefits to under-represented populations as it relates to the fulfillment of the Fund's purpose.

Notification will be emailed to all applicants on December 12, 2011.

CUNY’s Protected Class Members are Particularly Encouraged to Apply.
Applicant Name(s):
Rank/Title:
Department:
Institution:
Campus Address:
Campus Phone:
Home Address:
Alternate Phone:
Email Address:
Grant Amount Requested:
Name and title of collaborators if not listed as co-applicants:
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 Required Documents

☐ Proposal Cover Sheet (printed on campus letterhead)
☐ Proposal
☐ Current curriculum vitae or resume
☐ Letter of endorsement from department chair, if applicable
☐ Letter of endorsement from provost, if applicable