

MEMORANDUM

TO: Vita Rabinowitz, Provost

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

DATE: September 18, 2014

RE: Diversity Projects Development Fund (DPDF) 2014-15

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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 non-discrimination.

Attached is the DPDF call for proposals 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/DPDF.html>

The application deadline is **October 31, 2014**. Please note that the program runs from January 2015 through June 2015 and monies awarded must be spent before June 30, 2015. 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 Instructional Staff, CUNY's protected groups, including Italian Americans, are especially encouraged to apply. Please notify your campus community about this wonderful funding opportunity. The Chief Diversity Officer at your campus has been asked to notify the campus community about this opportunity and any help that you can provide is greatly appreciated.

Thank you for your continued support of this project.

cc: Dean John Rose, Esq.  
Galia Galansky  
Robert J. Buckley

encs: DPDF Call for Proposals and Cover Sheet



Office of Human Resources Management  
**Recruitment and Diversity**  
205 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10017  
Tel: 646-664-3307  
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## **DIVERSITY PROJECTS DEVELOPMENT FUND**

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

# **2014-2015 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.

### **ADMINISTRATION OF THE FUND**

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 2014-2015 Council members are:

Professor Concetta Mennella, New York City College of Technology

Professor Arlene Torres, Hunter College, Latino Faculty Initiative

Professor Emeritus Don Watkins, Baruch College

Ms. Joyce Moy, Asian American/Asian Research Institute

Ms. Natalie Mason-Kinsey, Brooklyn College

Ms. Jesenia Minier-Delgado, Bronx Community College

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.

### **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. Proposals should be written in plain language without technical

jargon. 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 or projects which integrate the about underrepresented groups into the general curriculum.
- Action programs/projects to promote affirmative action.

### **GRANT AWARDS**

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

**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 and/or other electronic equipment. Summer salary is not covered.**

### **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](mailto:DPDF.ord@mail.cuny.edu) **no later than October 31, 2014**. Notification of decisions will be emailed on December 12, 2014.
- Projects can begin once grant recipients have been notified. The program runs from January 2015 through June 2015. **Project award monies must be spent before the end of the fiscal year, which is June 30, 2015.**
- Recipients must submit an **Interim Report** via email to [DPDF.ord@mail.cuny.edu](mailto:DPDF.ord@mail.cuny.edu) by April 30, 2015. 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](mailto:DPDF.ord@mail.cuny.edu) after the conclusion of the project but no later than August 31, 2015. 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.

### **HOW TO APPLY**

Please email your DPDF Proposal to [DPDF.ord@mail.cuny.edu](mailto: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**, in the attached format, 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
  - 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**

**Notification will be emailed to all applicants on December 12, 2014**

[CUNY's Protected Class Members are Particularly Encouraged to Apply.](#)



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## Office of Recruitment and Diversity

### 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**
- If funding for release time is requested, a **Letter of Endorsement** from your Provost or Department Chair

**Deadline for DPDF Proposal Submission – Friday October 31, 2014**