

To: Multicultural Faculty

FROM: tonya thames taylor, Ph.D.
c/o the West Chester University (WCU) Multicultural Faculty Commission (MFC)

DATE: February 26, 2010

RE: Request for Proposal (RFP) for the WCU- MFC 2010 Local Grants Program

Applications are invited for the WCU Local Awards for Multicultural Faculty Commission development projects that will take place during **April 2010 to April 2011**.

For your information, please note that Multicultural Faculty Commission (MFC) is making available seven \$2,000 awards to enhance the continuing professional development opportunities of multicultural faculty at WCU. A multicultural faculty member is one who self-identified with the Office of Social Equity and Human Resources as a person from an underrepresented ethnic/racial group. For more information about the MFC, see <http://www.wcupa.edu/mfc>

The MFC emphasizes that funding is available for research activities, projects involving teaching effectiveness, curricular development, assessment, enhancement of administrative skills, and other aspects of faculty professional development (see guidelines on page two). **Stipends for summer work will not be awarded; however, requests for equipment, registration fees, etc., for projects conducted during the 2010 summer will be considered.**

Applications for funding must follow the 2010 MFC grant proposal guidelines because they will be evaluated based on the rubric on page four of this RFP. Please note that there is no opportunity for feedback and revision prior to evaluation for funding. Make every effort to provide all information, forms, and signatures requested in the RFP. *For your information, please refer to the following required documentations in the 2010 MFC grant competition: Exhibit A (Cover Page on page 4), Exhibit B (Project Narrative on page 5), Exhibit C (Budget Form on page 6), and Exhibit D (Signature/ Comment Page on page 7).* Please note that **incomplete proposals and submissions exceeding the specified maximum page limit, will not be reviewed.**

Applicants who have received the 2009 MFC grant awards, but have not submitted a final report will not be considered for the new 2010 funding opportunities. If in doubt, please check with Dr. Michael Ayewoh, Office of Sponsored Research and Faculty Development, 101B Old Library (voice mail: 610-436-3557) to be certain that you have submitted a final report and that it has been received and recorded accordingly.

The deadline for submitting complete applications for the 2010 MFC Local Grants is **12:00 P.M., Tuesday, March 23, 2010** in the Office of Sponsored Research & Faculty Development, 101B Old Library. Late proposals will not be accepted for review. All applications must be signed by both the applicant's department chair and dean/director prior to the submission deadline. ***This year the announcement day will be Tuesday, March 30, 2010. I promise you that you will hear back by this date.***

Multicultural Faculty Commission (MFC) Grant Application Guidelines

Eligibility

All tenured and tenure-track multicultural faculty, excluding members reviewing the MFC grants, are eligible for awards on a competitive basis.

Funding Guidelines

The purpose of the WCU-MFC Local Awards is to enhance and support faculty scholarship, creative activity, innovation in teaching and learning, assessment, and other aspects of professional development. Specifically, the 2010 Request for Proposal (RFP) will fund at least one of the following types of activities:

- attend workshops and seminars to enhance professional skills.
- purchase small pieces of equipment or supplies related to specific scholarly or creative projects.
- support travel to conferences to present scholarly works or creative projects.
- pay for page charges and other publication costs.
- cover expenses associated with data collection and/or data analyses.
- conduct on-campus colloquia or seminars for the purpose of professional development.
- pay students assisting planned faculty research.

Priority consideration will be given to applicants who propose to conduct research projects for the purpose of collecting preliminary data needed to develop a major proposal for submission to funding external agencies.

Funding Limitations

Applications are limited to one per person and to one project or activity per application.

Funding Exclusions

The MFC does not provide support for the purchase of equipment that is not tied to a specific research project/teaching innovation or for funding guest speakers or department speaking series.

Priorities for Funding

Priority in funding will be given to activities and expenses to the extent that they meet the following criteria:

- designed to enhance the professional development of the faculty member involved.
- show potential for eventually generating a discernible product (for example, a publication, presentation at a scholarly conference, performance, exhibition, curricular innovation, or service program).
- correspond to the criteria for professional growth in the areas of teaching, scholarship, and service as defined in the Collective Bargaining Agreement (CBA).
- consistent with the goals of WCU, college/school/division, and department as applicable.

Application Instructions

All sections of the application form must be completed in their entirety. Please label each section of the application with a heading and/or subheading. Incomplete and poorly written proposals will not be funded.

This application for funding includes the following five parts:

- 1) Application form.
- 2) A proposed budget. The budget should be limited to one page. It should be itemized as specifically as possible, and expenses should be based on researched cost.
- 3) A narrative description of your proposed project (of no more than three pages) in which you state:
 - a) the significance of the project;
 - b) what contribution(s) the project will make to your professional development, your discipline, and the University;
 - c) potential for discernible product (publication, presentation, external grant proposal, etc).
- 4) Signatures by appropriate department chair and dean.
- 5) A two page resume or curriculum vitae.

Your proposal will be evaluated on how well you respond to these guidelines for content and format. Please do **not** exceed the three page limit on the narrative description, one page limit on the budget, and two page limit on the resume or curriculum vitae. For your information, please note that the Multicultural Faculty Commission (MFC) would like the application process to be a streamlined one.

Evaluation: Applications will be evaluated on the *quality of the proposal*, the *professional development of the applicant and performance of professional responsibilities*, and the *institutional and external value of the proposed project*. In explaining your project, please keep in mind that members of the review committee are selected from multidisciplinary disciplines. For your information, please refer to the evaluation rubric in Exhibit E (page 8) of this request for proposal (RFP).

Final Report (one page submitted at the completion of the project): Award recipients are required to file reports on their project activities at the close of the academic year during which the project was run. In the event that the project activities extend beyond the academic year, the report should be submitted within one month of the conclusion of the project. All reports should be submitted to the attention of Dr. Mike Ayewoh, Associate Vice President, Office of Sponsored Research and Faculty Development, 101 Old Library. **Recipients who fail to complete final reports will not be eligible for future awards.**

All project outcomes are subject to PASSHE copyright, patent, and proprietary data policies.

COVER PAGE

NAME (Principal Investigator or "PI"): _____

WCU Ram Card ID # _____

DEPARTMENT/
COLLEGE: _____

CAMPUS ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

FACULTY RANK: _____ YEARS IN STATE SYSTEM: _____

Co-PIs (if applicable)

NAME(S): _____

DEPARTMENT(S): _____

I. Project Title:

II. Brief Summary of Proposed Project:

III. Period of Activity:

Starting Date: _____ Ending Date: _____

IV. Amount Requested: _____

Did you receive funding from the 2009 MFC Grant Awards? Yes No
If YES, please indicate Title of project:

Did you submit a final report for the project(s)? Yes No In Progress

EXHIBIT B/PAGE 5

2010 MFC PROJECT NARRATIVE

V. The **narrative description** of the proposed project explains:

a) the significance of the project

b) what contribution the project will make to your professional development, your discipline, and the University

c) potential for discernible product (publication, presentation, external grant proposal, etc.)

2010 West Chester University (WCU)-Multicultural Faculty Commission (MFC) Grants
Application For Funding

EXHIBIT C/PAGE 6

2010 MFC BUDGET FORM

Project Budget Line Item	Amount Requested	Line Item Total
1. Personnel		
Faculty		
Student Worker		
Subtotal (Personnel)		
2. Operating Expenses (itemize)		
Equipment/Materials:		
Office Supplies:		
Photo Copying & Printing:		
Travel:		
Lodging:		
Other:		
Subtotal (Operating Expenses)		
3. Other (if applicable)		
Total Project Amount		

Total amount requested from this grant: \$ _____ (rounded off to nearest dollar)

Budget Explanation and Justification.

Please write a brief (maximum of one page) explanation for all expenses listed in the project budget.

SIGNATURE/COMMENT PAGE

By signing, the department chair/supervisor and dean/director affirm their support of the application submitted by the faculty member.

FACULTY MEMBER: _____

A. Department Chairperson/Supervisor: _____

Chair/Supervisor must sign application submitted by faculty member indicated above)

Are project goals and outcomes consistent with the faculty member's statement of expectations? YES NO

Comments (if desired, in lieu of letter):

Signature of Chairperson

Date

B. Dean/Director _____

Dean/Director must sign the application submitted by faculty member indicated above

Are project goals and outcomes consistent with the faculty member's statement of expectations? YES NO

Comments (if desired, in lieu of letter):

Signature of Dean/Director

Date

Signature of Applicant

Date

MFC GRANT APPLICATION EVALUATION RUBRIC

EXHIBIT E/PAGE 8

Date: _____

Proposal Title _____

Applicant's Name _____ Department/Program _____

	<u>Maximum Point Value</u>	<u>Your Score:</u>
I. <u>Proposal Quality (65)</u>		
Significance of the Proposed project (comprehensive information literature review)	25	_____
Budget (appropriateness, completeness, justifications, and matching funds if applicable)	20	_____
Supporting materials and appendices (resume/C.V., statements from Chair and Dean/Director, clearance from the Human Subject Committee is appropriate, etc.)	5	_____
Overall Quality (clarity, grammar, presentation, etc)	15	_____
II. <u>Professional Development of Applicant and Performance of Professional Responsibilities (15)</u>		
Teaching effectiveness and/or scholarly growth and/or service	15	_____
III. <u>Value (20)</u>		
Potential for a discernible product (a publication, presentation, external grant proposal, etc.)	15	_____
Consistent with the goals of WCU (Plan for Excellence, WCU Mission Statement, Values Statements)	5	_____
Maximum Point Value (100)		YOUR TOTAL SCORE: _____