

SHIPPENSBURG UNIVERSITY
Shippensburg, Pennsylvania

REQUEST FOR PROPOSALS ON HUMAN UNDERSTANDING

Purpose

The Human Understanding fund exists to facilitate the achievement of the University's goals of enhancing the diversity of its students, faculty, administrators and staff and enabling all members of the university community to value, respect and work collaboratively within this diversity. The Fund will support programs, research and other activities to help members to better understand how to work knowledgeably, constructively, comfortably and productively in groups of people of diverse backgrounds, cultures, race and gender. An advantage of the Fund is that it allows members and units of the university the opportunity to customize or tailor human understanding programming to their own needs and responsibilities. Any number of different kinds of projects may be proposed—workshops, seminars, institutes, trips to off-campus sites, consultancies, surveys and so forth.

Eligibility

All campus constituencies (i.e., faculty, students, staff and administrators) are eligible to apply.

Objectives

Proposal(s) should address any or all of the following objectives:

1. Promote and enhance the personal and professional development of campus constituents' appreciation of gender, cultural, racial, and religious differences.
2. Promote an inclusive environment (one which does not exclude the contributions and participation of members outside the dominant culture) within the Shippensburg University community (e.g., within the classroom, departments, and disciplines, and administrative and support areas).
3. Promote an organizational culture that celebrates multiculturalism and Diversity (e.g., systemic changes).
4. Promote community outreach by the University within the surrounding communities (e.g., school districts, businesses and civic organizations).

Proposal Guidelines

The proposal should include the following:

1. Title Page (format attached)
2. Rationale which defines the need for the proposed project.
3. Narrative descriptions of the project to include the objectives, methodologies, activities and timelines.
4. Expected outcomes that describe the anticipated results to be derived from the proposed activity as well as how the activity will be evaluated and sustained.
5. Project budget that includes a breakdown of all major expense categories using the attached format.
6. Endorsement signatures of the department chair or supervisor and the dean or director.

Monetary Restrictions

The University has encumbered funds to support proposals submitted under these guidelines. Presently, there are no limitations on the amount of funding requested, however, we encourage proposers to be as fiscally conservative as possible. The committee reserves the right to fund all or part of the proposal.

Award/Notification

Proposal(s) will be reviewed and approved/disapproved by the committee, as received. Subsequently, applicants will receive written notification of award(s) no later than six (6) weeks after receipt of the proposal(s).

After Action Report

Thirty days (30) after completion of the proposal, a written report is to be submitted to the Committee on Human Understanding, c/o Social Equity Office, Old Main 200, Box 2. The report should address, but is not limited to, the following:

1. Whether or not the stated objectives were accomplished.

2. Did you attract the targeted audience?
3. How many persons participated in the project?
4. How did you evaluate the success of the project, and, what were the results?
5. Please offer insights or recommendations for further study or recommendations to proposal methodology.

Format for Title Page of Proposals

Project Title:

Project Date:

Total Grant Amount Requested:

Project Director (name, position, department, telephone number):

Other Participants (names, positions, departments):

Abstract (not to exceed 150 words):

Endorsement: _____

Department Chair or Supervisor

Endorsement: _____

Dean or Director

Proposed Budget

Project Budget	Proposed Grant
Salaries/Stipends:	_____
Benefits:	_____
Student Wages:	_____
Honoraria (for consultants):	_____
Supplies:	_____
Project Operating Expenses:	_____
Travel:	_____
Other (specify): <i>*Please identify any other funding sources</i>	_____
TOTAL:	_____