INCLUSIVE EXCELLENCE GRANTS

Call for Proposals (2016-2017 Cycle)
Category B: Inclusive Excellence Recruitment, Retention, and Campus Climate Projects

PAST RECIPIENTS

1. Brandon Tanori, graduate student in the School of Film and Television: Tanori helped broaden the School of Film and Television’s graduate school recruitment efforts by reaching out to Historically Black Colleges and Universities (HBCUs). (2012-2013 Cycle)

2. Jamie Hazlitt, Outreach Librarian; and Raymundo Andrade, Library Cataloging Assistant: Hazlitt and Andrade provided technology and library skill development workshops to LMU’s service staff. (2013-2014 Cycle)

3. La'Tonya Rease Miles, Director, Academic Resource Center: Rease Miles expanded and enhanced the Writing Community Workshop series for first generation college students. (2013-2014 Cycle)

4. Melvin Robert, Director, Office of Black Student Services: Robert provided monthly workshops wherein students will gain historical context in addition to practical knowledge. (2013-2014 Cycle)

5. Maruth Figueroa, Director, Chicano Latino Student Services: Figueroa will develop a yearlong program for 12-15 sophomores that demonstrate involvement and promising leadership qualities. (2014-2015 Cycle)

6. Maruth Figueroa, Aris Mosier, and Nathan Sessoms, Directors, Ethnic and Intercultural Services: Figueroa, Mosier and Sessoms will provide a program targeted at academically talented sophomores to assist them in exploring their identities while learning about the social and economic contexts of Los Angeles. (2015-2016 Cycle)
INTRODUCTION

The LMU University Intercultural Council (UIC) invites campus constituencies to submit proposals for Inclusive Excellence Grants. Inclusive excellence re-envisions both quality and diversity. It reflects a striving for excellence in higher education that has been made more inclusive by decades of campus and national work to infuse diversity into recruiting, admissions, and hiring; into the curriculum and co-curriculum; and into administrative structures and practices. It also embraces newer forms of excellence, and expanded ways to measure excellence, that take into account research on learning and brain functioning, the assessment movement, and more nuanced accountability structures. In the same way, diversity efforts move beyond numbers of students or programs as end goals. Instead, diversity and inclusion together, become a multilayered process through which we achieve excellence in learning, research and teaching; student development; institutional functioning; local and global community engagement; workforce development, and more (Clayton-Pederson, O’Neill & Musil, 2009).¹

PURPOSE

The Inclusive Excellence Grants are designed to: 1) support higher education research that produces new institutional-specific knowledge, and 2) promote the development of new and sustainable recruitment, retention, and campus climate projects that help LMU achieve its mission and support the goals in the Office of the Vice President for Intercultural Affairs’ Strategic Plan. To view the Strategic Plan, visit: http://academics.lmu.edu/diversity/interculturalaffairs/strategicplan/

ELIGIBILITY

Members of the LMU campus community are welcome to apply through a self-nomination process. Proposals are sought from the following constituencies:

1. Full-time Faculty
2. Full-time Staff
3. Institutional Departments or Units
4. Student Organizations ²
5. Full-time Graduate Students (with the approval from their faculty advisor)
6. Staff and Faculty Committees

Faculty must be full-time tenured/tenure track; staff must be full-time professional exempt or classified employees; full-time undergraduate students must apply through a student organization that is registered through the LMU Student Leadership and Development Office; full-time graduate students must obtain approval from their faculty advisor; and staff and faculty committees must be associated with the University.


² Student Organizations must maintain at least 2 of the executive board members that were involved in the grant application process during the academic year the grant is awarded. For example, if an organization’s submits an application on February 2015, at least 2 of those members must actively continue in the organization during the academic year the grant is awarded, and in this case, the grant period would be June 2015 to May 2016.
Category B: Inclusive Excellence Recruitment, Retention and Campus Climate Projects

Inclusive excellence projects must focus on galvanizing and expanding recruitment or nurturing and refining the retention of a diverse constituency. Projects that seek to measure and improve various aspects of campus climate will also be entertained. The project must have the potential to have direct campus-wide impact, and help LMU build a campus community that reflects the diversity of the society in which we live. Proposals must focus on one of the following:

- **Recruitment projects** should seek innovative and realistic ways to recruit a diverse constituency, including faculty, staff, and underrepresented students.

- **Retention projects** should seek practical and effective ways to retain a diverse constituency, including faculty or staff of color, and underrepresented students.

- **Campus Climate projects** should seek to measure the climate in an academic department, administrative unit, classrooms, or other part of the University. The goal for these projects is to create meaningful initiatives to improve the climate.

**Amount of Grant:** The University Intercultural Council will award one $3,000 grant in Category B: Inclusive Excellence Recruitment, Retention and Campus Climate Projects each academic year. Funding is one-time only. See **Timeline** for important dates that apply to Faculty/Staff and Students.

**Proposal Requirements:** All proposals in Category B: Inclusive Excellence Recruitment, Retention and Campus Climate Projects must also include the following:

- **Project Description:** What are you proposing to do and what methods will you use to do it? What are the goals of this project? How will you provide access for participation in this project to campus individuals/groups? Are you collaborating with other departments, units or organizations?

- **Challenges:** What are the potential challenges in meeting the goals of this project? What steps will you take to address these challenges?

- **Unit Information and Staffing:** Please provide a brief background on the applicant unit(s)/department(s) including their mission statement(s). How will this project be staffed? What are the roles, responsibilities, and qualifications of all personnel staffing this project? What institutional support will this project receive (e.g. a department or office, faculty or staff member(s), supervisor(s))? Note: All staff members must have approval of their direct supervisors.

- **Funding Request:** What is the full funding request for this project? Exactly how will the funds be used? Who will have responsibility for regulating the funding distribution for this project? Have you applied for other funds for this project? If so, where have you applied, for what amount and purpose, and what is the status of these requests?

**Criteria for Evaluation:** Proposals will be reviewed based on the following criteria: 1) innovation, 2) thoughtfulness of the plan of action, 3) alignment with Office of Intercultural Affairs’ goals ([http://academics.lmu.edu/diversity/interculturalaffairs/strategicplan/](http://academics.lmu.edu/diversity/interculturalaffairs/strategicplan/)), 4) project leadership, 5) sustainability and scalability, and 6) potential for significant impact. Extra credit will be given for unique collaboration in carrying out the project.
Reviewers will comment on each of the following criteria in order to judge the likelihood that the proposed research will have a substantial impact on the pursuit of these goals. Each of these criteria will be addressed and considered in assigning the overall score, weighting them as appropriate for each proposal. Note that a proposal does not need to be strong in all categories to be judged likely to have major impact on the University, and thus deserve a high priority score. For example, an investigator may propose to carry out important work that by its nature is not innovative but is essential to promote organizational learning within the campus community.

1. **Innovation**: In what ways is this project unique at LMU? In what ways does this project propose an innovative approach to enhancing the equity and inclusion either locally (i.e. within a department or organization) or across campus? Does it build on existing or previous efforts with evidence of effectiveness, or make a compelling case for a new approach?

2. **Plan of Action**: Are the activities to achieve the goals of the project reasonable and realistic? Are the methods for publicity adequate? Is an itemized budget included? What does the evaluation look like? Does this project bring together departments, units, or organizations to advance their mutual goals, share their combined knowledge, and reduce duplication of efforts?

3. **Alignment with the goals of the Strategic Plan for the Office of the Vice President for Intercultural Affairs** ([http://academics.lmu.edu/diversity/interculturalaffairs/strategicplan/](http://academics.lmu.edu/diversity/interculturalaffairs/strategicplan/)): How is the project aligned with the guiding principles of inclusive excellence? How well will it promote the creating of a healthy and engaged campus climate, improve recruitment and/or retention projects?

4. **Project Leadership**: What is the capacity to implement the project (taking into consideration staffing, leadership, and operational and fiscal management)?

5. **Sustainability and Scalability**: When proven successful, does the project have the potential to be scaled to serve additional people and/or to be replicated by other departments at LMU or other institutions of higher education? Can this project be sustained beyond this grant?

6. **Impact**: Who are the target audiences for the project? How many people will it reach? What are the intermediate and/or end outcomes that the project intends to address? What is the likely impact this project will have on the climate in academic departments, administrative units, classrooms or other areas of the University? Will its impact be lasting? Which clear, measurable metrics and/or indicators will be used to gauge the impact or effectiveness of the project?

**Progress Report**: Once the project has started, the grant recipient must submit a progress report to the University Intercultural Council by January 2017. The report should not be lengthy. A fifteen-minute presentation to the University Intercultural Council in Spring 2016 and a one-page progress report are sufficient.

**Final Report**: The grant recipient must submit a 5-page summary report of the project to the University Intercultural Council by the deadline.

- Award recipients will present their final report to a broader audience during the annual Inclusive Excellence Showcase.
- Full-time graduate students and student organizations will be required to present to the University Intercultural Council in Spring 2016 regarding the final report. Students may also present their projects during the Inclusive Excellence Showcase.
How to Apply

Proposals must include the attached proposal coversheet, and contain no more 1,000 words. A letter of support from the appropriate individual(s) must accompany the proposal. A copy of the applicant’s resume/curriculum vitae must also be included.

**Full-time Faculty:** Letters of support are required from a Dean and Department chair
**Full-time Staff:** A letter of support is required from your supervisor
**Student Organizations:** A letter of support is required from your faculty/staff advisor
**Full-time Graduate Students:** A letter of support is required from your faculty advisor

The proposal must include quantitative and qualitative data that supports the implementation and measures impact. Up to five (5) items may be included as appendices. Each appendix must be labeled and referenced in the proposal.

Proposals are due by 4pm on February 10, 2016. Award decisions will be announced in April. Awarded projects will run from June 30, 2016 – September 30, 2017 with a final report due in October 2017. Award recipients may be asked to present to the University Intercultural Council and/or the Intercultural Advisory Committee on three occasions: 1) Fall 2016 regarding their project, 2) Spring 2017 regarding their progress, and 3) Fall 2017 regarding the final report during the Inclusive Excellence Showcase.

Late or incomplete proposals will not be accepted. **Proposals should be electronically submitted no later than 4pm on February 10, 2016** to:

Kim Misa  
Research Associate  
Office of Intercultural Affairs  
University Hall, Suite 4820  
kmisa@lmu.edu

If you have any questions about these grant application procedures, contact Kim Misa at x8-5343 or kmisa@lmu.edu
## Timeline for the Inclusive Excellence Grants Competition

<table>
<thead>
<tr>
<th>IEG Grants</th>
<th>Faculty/Staff</th>
<th>Students</th>
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<tbody>
<tr>
<td>Call distributed to campus</td>
<td>November 2015</td>
<td>November 2015</td>
</tr>
<tr>
<td>Deadline to submit a proposal electronically</td>
<td>February 10, 2016</td>
<td>February 10, 2016</td>
</tr>
<tr>
<td>UIC reviews proposals and chooses 1 awardee in Category B</td>
<td>March 2016</td>
<td>March 2016</td>
</tr>
<tr>
<td>Awardees notified</td>
<td>April 2016</td>
<td>April 2016</td>
</tr>
<tr>
<td>1st payment of grant</td>
<td>June 30, 2016</td>
<td>September 1, 2016</td>
</tr>
<tr>
<td>Progress Report</td>
<td>January 2017</td>
<td>January 2017</td>
</tr>
<tr>
<td>2nd payment of grant (Contingent upon receipt of progress report)</td>
<td>February 2017</td>
<td>February 2017</td>
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Inclusive Excellence Grants

PROPOSAL COVER SHEET – CATEGORY B

Category B: Inclusive Excellence Recruitment, Retention and Campus Climate Projects

I. APPLICANT INFORMATION & PROPOSAL – CATEGORY B

Applicant Name(s): __________________________________________ Amt. Requested: $__________

Contact Person: ____________________________________________________________________________

Applicant Type (Choose one):

<table>
<thead>
<tr>
<th>Full-time Faculty</th>
<th>Full-time Staff</th>
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</thead>
<tbody>
<tr>
<td>Institutional Department or Unit</td>
<td>Student Organization</td>
</tr>
<tr>
<td>Staff and Faculty Committee</td>
<td>Full-time Graduate Student</td>
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</table>

Phone: __________________________ Email: ________________________________________________________

**Attach your proposal to this cover sheet**

**Proposals in Category B should be no more than 1,000 words.**

DEADLINE FOR ELECTRONIC SUBMISSION IS 4pm on February 10, 2016.

Late or incomplete proposals will not be accepted after this date.
II. LETTER OF SUPPORT – CATEGORY B: Inclusive Excellence Recruitment, Retention, and Campus Climate Projects

Supporter’s Name: _________________________________________________________________

Supporter’s Title: _________________________________________________________________

Phone: ___________________________ Email: ___________________________________________

Applicant’s Name: _________________________________________________________________

Applicant Type (Choose one):
  Full-time Faculty
  Institutional Department or Unit
  Staff and Faculty Committee
  Full-time Graduate Student

Institutional Department or Unit

Please indicate if this proposal meets the following criteria, on a scale from 1 to 5:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Does not meet criteria</th>
<th>Exceeds expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Innovation</td>
<td>a. 1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>b. Thoughtfulness of plan of action</td>
<td>b. 1 2 3 4 5</td>
<td></td>
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<tr>
<td>c. Alignment with the Strategic Plan for the Office of the Vice President for Intercultural Affairs</td>
<td>c. 1 2 3 4 5</td>
<td></td>
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<tr>
<td>d. Project leadership</td>
<td>d. 1 2 3 4 5</td>
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<tr>
<td>e. Sustainability and scalability</td>
<td>e. 1 2 3 4 5</td>
<td></td>
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<tr>
<td>f. Potential for significant impact</td>
<td>f. 1 2 3 4 5</td>
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Attach your letter of support that includes the following:

1. **Relationship to applicant:** How are you affiliated with this person/organization/unit?
2. **Address criteria:** Please explain how this proposal meets the above criteria and why you think its author(s) should receive an Inclusive Excellence Grant.

_______________________________________________________________________________

Supporter’s Signature                Date

DEADLINE FOR ELECTRONIC SUBMISSION IS 4pm on February 10, 2016.
Late or incomplete proposals will not be accepted after this date.