



Department Enhancement Grants 2021 Request for Proposals

Questions regarding this RFP should be directed to epicteam@iupui.edu or 317-278-0168.



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2021 Project EPIC Department Enhancement Grants Request for Proposals
Submission Deadline: **September 24, 2021**

I. Purpose

Project EPIC: Evidenced-Informed Promotion of Inclusive Climate at Indiana University Purdue University Indianapolis (IUPUI) is pleased to introduce the 2021 Department Enhancement Grant (DEG) competition. The goal of this grant is to facilitate department transformation of processes and practices to reduce inequities and improve department climate. Specifically, this opportunity provides faculty members in science, technology, engineering, and mathematics (STEM) departments with the opportunity to examine key factors impeding their ability to create an inclusive and equitable culture. As a long-term goal, this grant is intended to enable faculty to continue improving their departments beyond the initial grant period.

II. Eligibility

- We recommend that proposals are submitted by teams of at least three tenured or tenure-track faculty members from the same department
- The Principal Investigator (PI) must be the Department Chair or Program Director.
- Co-PIs may include tenured or tenure-track faculty members from the same department.
- Clinical or non-tenure track faculty with expertise or engaged in diversity, equity, and inclusion work are encouraged to be part of the team.

III. Funding

- Department teams can apply for up to \$20,000 for projects ranging from 12 to 24 months.
- Year 1 funding will be dispersed in November 2021 and Year 2 funding will be dispersed at the beginning of Year 2 (November 2022) for 24-month projects. The distribution of Year 2 funds is contingent on the completion of the Year 1 annual report.
- Ideas for funding may include, but not limited to, symposia or series, recruitment and pipeline efforts, capacity building (mentoring and departmental community), and/or policy review and reform. Plans for funding must be clearly and theoretically anchored to the goal of improving local climates for recruiting, retaining and advancing women in STEM departments, particularly women of color.
- We discourage the submission of proposals that use the bulk of funds for summer salaries and encourage you to review your budget with your budget manager in your school. Fringe benefits, associated with salary report, must be included based on IU rates at the time of submission: <https://research.iu.edu/funding-proposals/proposals/budgets/rates.html>.

IV. Submission Deadline

- Submit all application materials by 11:59 EST on September 24, 2021.
- Late submissions will not be considered.

V. Application Process

- Direct your grant-related questions to epicteam@iupui.edu or 317-278-0168.
- Submit the proposal and a letter of support from your department team's Dean at https://iu.co1.qualtrics.com/jfe/form/SV_0SRJPy0cM2MjxhY by the deadline.

VI. Support for Awardees

- If desired, department teams can request a consultation with a member(s) of the Project EPIC project management team.
- Members of the Project EPIC project management team are available to:
 - Give advice and feedback on implementation of ideas
 - Provide examples from other ADVANCE grants
 - Point department teams in the direction of relevant resources

VII. Awardees' Obligations

- Submit a brief annual and final report by 11:59 EST on October 31 each year respectively. For instance, if a 24-month DEG is awarded in October 2020, an annual report is due in October 2021 and a final report is due October 2022.
- Agree to bi-monthly meetings with the dean of your school, a member of IRDS, and a project management member from Project EPIC. These three individuals will serve as consultants, provide feedback, and monitor progress in light of the project timeline provided in the proposal.

VIII. Review Criteria

Funding decisions will result from review of proposals by Project EPIC project management members and members from the Project EPIC Internal Steering Committee. Reviews for selected proposals will be based on:

- The potential scope of the project and likely impact on faculty in the department.
- The utilization of data from department dashboards and other sources in the formation of any project ideas.
- The utilization of evidence-based practices in the creation of an intervention.
- The overall feasibility of the project.
- The appropriateness of the budget, including faculty time commitment.
- The sustainability and long-term impact of the project.
- The degree to which planned interventions or programs are theoretically anchored to the goal of improving local climates for recruiting, retaining and advancing women in STEM departments, particularly women of color.

IX. Review Process

- A panel consisting of Project EPIC project management members and members from the Project EPIC Internal Steering Committee who have knowledge in this area will review proposals.
- During the review or award process, questions may arise regarding budget or other aspects of the proposal. Project EPIC project management members reserve the right to negotiate changes in budget requests or other project features.
- Applicants will be notified of award decisions no later than October 25, 2021.

X. Proposal Features

The proposal must include all the sections listed below. Use 10 to 12-point font with 1” margins, single-spaced. By the submission deadline, upload your proposal as single document to: https://iu.co1.qualtrics.com/jfe/form/SV_0SRJPy0cM2MjxhY

Section 1. Project Summary (1-page maximum)

- Project Title
- List all investigators, including full name, department, rank/title, and e-mail address
- Abstract: Describe the project in lay terms; articulate the project objective(s)

Section 2. Project Description (5-page maximum)

- Project Scope
 - Specify your overarching objectives; identify and describe sub-goals or specific aims and how these align with the overarching objectives; identify how the proposed intervention will meet those goals
- Rationale and Literature Review
 - Describe how data from the department dashboards was utilized in the creation of an intervention
 - Identify any evidence-based practices used
- References (*these will not count against the 5-page maximum*)

Section 3. Project Timeline (1-page maximum)

- Use a timeline to depict the schedule for your project. The timeline should include start and finish dates for your project as well as the dates or timeframe during which various project activities will occur.
- The 2021 DEG project period for a 12-month project is November 2021 to October 2022, and for a 24-month project is November 2021 to October 2023, so the project timeline should be within that timeframe.

Section 4. Budget Overview (1-page maximum)

- Complete the budget using a template offered by the Office of Research Administration: <https://research.iu.edu/doc/funding-proposals/proposals/internal-budget-two-year-non-federal.xlsx>.

Section 5. Budget Justification (1-page maximum)

- Specify how each budgeted item will contribute to the project plan. For instance, if faculty salary is a line item, please indicate who will be paid at what level of effort or time and what salary consistent with HR rules.

Section 6. PI and Co-PI Background (1-page maximum for each investigator)

- List any other projects done at IUPUI or another university that are relevant to the current work proposed.

Section 7. Letter of Support (1-page maximum)

- A statement of support from the Dean of the department team's school must be uploaded with your application.