# Indiana University trident brand with text "Indianapolis Office of Academic Affairs".

# Department Enhancement Grants

**2024 Request for Proposals**

Submission deadline: March 18, 2024

Questions? Write to [oaa@iupui.edu](mailto:oaa@iupui.edu) or call 317-274-4500.

**2024 OAA Department Enhancement Grants**

Submission Deadline: Monday, March 18, 2024, 11:59 p.m.

1. **Purpose**

Department Enhancement Grants, sponsored by the Office of Academic Affairs, provide funds to help departments change processes and practices to reduce inequities and improve the climate for faculty – particularly for women and faculty from minoritized backgrounds. The grants provide faculty members with an opportunity to examine key factors impeding their ability to create an inclusive and equitable culture and to empower faculty to continue improving their departments beyond the initial grant period.

Department Enhancement Grants continue the work that began with the National Science Foundation ADVANCE-funded [Project EPIC](https://academicaffairs.iupui.edu/Diversity/Advance): Evidenced-Informed Promotion of Inclusive Climate (Grant No. 1936096).

1. **Eligibility**

Due to budgetary restrictions, this grant opportunity is open only to IU Indianapolis faculty in science, technology, engineering, and mathematics (STEM) disciplines and to those engaged in health-related research.

* + Only teams of three or more tenured or tenure-track faculty members from the same department should submit proposals.
  + The principal investigator 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.

1. **Funding**

Departmental teams can apply for up to $10,000 for projects ranging from 12 to 24 months.

Up to five grants will be awarded per year according to the following schedule:

* + First-year funding will be disbursed in May 2024
  + Second-year funding will be dispersed beginning in May 2025 for 24-month projects.
  + The distribution of Year 2 funds is contingent on the completion of the Year 1 annual report.
  + Ideas for funding include symposia or series, recruitment and pipeline efforts, capacity building (mentoring and departmental community), and 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 and health-related disciplines, particularly women of color.
  + Proposals using the bulk of funds for summer salaries are discouraged. Applicants should review budget proposals with the school’s budget manager. Fringe benefits, associated with salary reports, must be included based on IU rates at the time of submission: <https://research.iu.edu/funding-proposals/proposals/budgets/rates.html>.

1. **Submission Deadline**

All application material must be received by 11:59 p.m. EST on Monday, March 18, 2024.

Late submissions will not be considered.

1. **Application Process**

The proposal and a letter of support from the department team’s dean must be submitted at <https://academicaffairs.iupui.edu/Diversity/DEGS/confirm-application-readiness> by the deadline.

If you have grant-related questions, write to [oaa@iupui.edu](mailto:oaa@iupui.edu) or call 317-274-4500.

1. **Support for Awardees**

* Department teams can request a consultation with the OAA DEG project team.
* The OAA DEG project team is available to:
  + Give advice and feedback on the implementation of ideas
  + Provide examples from previous Project EPIC ADVANCE grants
  + Point department teams in the direction of relevant resources
  + Monitor progress considering the project timeline.

1. **Awardees’ Obligations** 
   * Awardees must submit a brief annual and final report by 11:59 p.m. EST on April 30 each year respectively. For instance, if a 24-month DEG is awarded in May 2023, an annual report is due in April 2024 and a final report is due in April 2025.
   * Agree to bi-monthly meetings with the dean of your school and a project management member from the Office of Academic Affairs.
2. **Review Criteria**

OAA project management members will decide which proposals receive funding based on the:

* + Potential scope of the project and likely impact on faculty in the department
  + Utilization of data from department dashboards and other sources in the formation of any project ideas
  + Utilization of evidence-based practices in the creation of an intervention
  + Appropriateness of the budget, including faculty time commitment
  + Sustainability and long-term impact of the project
  + 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 and health-related disciplines, particularly women of color
  + Overall feasibility of the project.

1. **Review Process**

A panel consisting of OAA project management members and others knowledgeable in this area will review proposals.

During the review or award process, questions may arise regarding budget or other aspects of the proposal. OAA project management members reserve the right to negotiate changes in budget requests or other project features.

Applicants will be notified of award decisions by April 30, 2024.

1. **Proposal Features**

The proposal will be submitted using a web form and must include all the information listed below. For supporting documentation, use 10- to 12-point font with 1” margins, single-spaced. All supporting documents must be submitted as individual document files as requested in the web form.

Compile the information, then submit using the following link:

<https://academicaffairs.iupui.edu/Diversity/DEGS/confirm-application-readiness>

Proposal features include:

* Project title
* List of investigators, including full name, email, rank/title, school, department, and campus
* Abstract (250 words): Describe the project in lay terms; articulate the project objective(s)
* Project Scope (500-word limit)
* 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.

Supporting documents (individual documents)

* Rationale and literature review (2-page maximum)
  + Describe how institutional data was utilized in the creation of an intervention (e.g., climate surveys; department dashboards; etc.)
  + Identify any evidence-based practices used
* References
* Timeline
  + 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 2024 DEG project period for a 12-month project is May 2024 to April 2025, and for a 24-month project is May 2024 to April 2026, so the project timeline should be within that timeframe.
  + Budget
    - Use the budget template offered by the Office of Research Administration: <https://research.iu.edu/doc/funding-proposals/proposals/internal-budget-two-year-non-federal.xlsx>
  + 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 is consistent with HR rules.
    - 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 proposed work
  + A one-page (maximum) letter of support from the team’s department school dean must be uploaded with your application.