

# Annotated Proposal

## Equal Opportunity Planning Committee (EOPC) Proposal Form

<b>Title</b>	Title of Proposal				
<b>Director's Name</b>	If more than one director, please include only one name for contact purposes				
<b>Unit</b>	College, Campus, or Academic Support Unit (not dept.)			<b>Phone</b>	Incl. Area Code
<b>Office Address</b>	Only office address needed (no city, state, or zip code required)				
<b>Email</b>				<b>Category</b>	
<b>Proposal Type</b>	New or Renewal		<b>If Renewal, # of Years</b>	# years already funded	
<b>Funding Period</b>				<b># of Program Participants</b>	
<b>\$ EOPC</b>		<b>\$ Unit</b>		<b>\$ External</b>	<b>\$ Total</b>

**Abstract**

\$ Amounts Requested

Summer 20XX or Academic Year 20XX-XX

In this cell and all other cells following, the cell will expand as you type. You can format these cells in any way that you choose, e.g., with bullets, bold, or italic text.

**Outcomes Assessment (measurable outcomes and methods used to gather them)**

Examples of potential outcomes (please contact the EOPC office, [eopc@psu.edu](mailto:eopc@psu.edu), 814-863-7890 for additional context on these examples):

Campus/Unit Climate: “Based on our original baseline climate survey, on our follow-up survey two years later, we will see an increase of 25% on average for our aggregated ‘good’ and ‘very good’ responses on our designated key climate indicators.”

Curriculum: “Two of these courses will receive the ‘United States Cultures’ (US), and one will receive the ‘International Cultures’ (IL) designation.”

Faculty/Staff Recruiting: “Final interviews will not be scheduled until at least one highly-competitive woman or candidate from a diverse racial/ethnic group is among the finalists.”

Leadership Development: “At least 50% of the participants will be promoted to a position that requires supervision of staff-exempt employees within three years of completing the program.”

Student Retention/Graduation: “Based on the six-year graduation rate average of comparative cohorts from the three immediate previous years who did not participate in the program, the graduation rate for participants will be 20% higher on average.”

Organizational Change: “Within three years, the new Multicultural Affairs office will be permanently funded.”

In this section of the form, the cells will not expand.

*Choose one of these categories:*

- 1) Campus/Unit Climate; 2) Curriculum; 3) Faculty/Staff Recruiting;
- 4) Faculty/Staff Retention; 5) Leadership Development; 6) Student Recruiting;
- 7) Student Retention/Graduation; 8) Organizational Change

**Everything above must fit on this page. After finishing, email this form to EOPC ([eopc@psu.edu](mailto:eopc@psu.edu)); you will then be contacted with further instructions.**

Only complete the following section for Phase Two of the proposal (see bottom of p. 1).

Description of Program Participants, Need, Goal(s), Actions, and Strategic Plan Linkage

[Empty text box for description]

Proposed Budget

Line Items & Notes (Add rows by using tab key)	\$EOPC	\$Unit	\$External
[Empty cell]	[Empty cell]	[Empty cell]	[Empty cell]
<b>Totals</b>	[Empty cell]	[Empty cell]	[Empty cell]

If any, specify external funding sources [Empty text box]

Timeline

[Empty text box for timeline]

By typing in the names below, the proposal writer certifies that this proposal has been approved by all of these individuals:

Unit Executive	Immediate Supervisor	Financial Officer
[Empty cell]	[Empty cell]	[Empty cell]

This Timeline section is only on the Over 5K form. Otherwise, the 5K and Less and Over 5K forms are identical. The other difference between the two proposals is that the 5K and Less form must be two pages long whereas the Over 5K form may be up to five pages long.

This person should be the unit executive, e.g., the college dean, not an associate dean

To add rows, put curser in this cell and hit the tab key several times until you have enough rows.

After you complete this section of the proposal, email the proposal to the EOPC office again. If you have assessment instruments or other supporting materials for the proposal, please also email them in Microsoft Word format. These additional materials cannot exceed 10 pages.