

# **Equal Opportunity Planning Committee**

## **Instructions for Completing Proposal Forms**

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These instructions outline the process for submitting Equal Opportunity Planning Committee (EOPC) proposal forms. These forms are in Microsoft Word format and can be filled in with either a PC or Mac. None of the documents or instructions associated with this process are intended to be accessed or completed on mobility devices, such as an iPad. Even though EOPC proposals may be submitted for up to five years, each year requires a separate proposal submission. Please do not use any proposal forms from previous years for this process.

These instructions introduce some overall considerations to help you develop the proposal. In addition, you should also review the annotated proposal form that provides some more specific information on how to fill out the form and an example proposal so you can see what a proposal can look like after it is completed. Two proposal forms exist: the 5K or Less form (for proposals that seek \$5,000 or less of EOPC funds) and the Over 5K form (for proposals that seek over \$5,000 of EOPC funds), and later in these instructions the differences between these forms will be explained.

### **Overall Criteria**

Proposals that best meet the following overall criteria will be the most competitive:

1. articulate well with University or unit strategic plan
2. have the potential to reach a broad constituency or have a strong impact
3. are achievable
4. optimize financial efficiency and effectiveness

### **Preparation**

Before you begin the proposal, you should look at the Penn State Strategic Plan <<http://strategicplan.psu.edu/>>, especially under the Foundations section for “Fostering and Embracing a Diverse World.” Your proposal will need to be linked to a statement supporting the basic concept of your proposal in Penn State’s or your unit’s strategic plan <<http://www.opia.psu.edu/plans>>. You should also consider contacting the EOPC office ([eopc@psu.edu](mailto:eopc@psu.edu); 814-863-7890) to discuss your ideas. Finally, you must ensure that your unit executive and immediate supervisor approve of the proposal and that your financial officer is prepared to handle incoming EOPC funds and return unused funds to EOPC when the program is over.

Next, develop your budget and identify your funding category from the following choices: Campus/Unit Climate, Curriculum, Faculty/Staff Recruiting, Faculty/Staff Retention, Leadership Development, Student Recruiting, Student/Retention Graduation, and Organizational Change. The primary budget consideration is to develop programs with the

highest impact and least amount of cost since EOPC programs are evaluated on the basis of the cost v. impact. Programs that fare well in this calculation have the best chance of being funded.

Based on the amount of your request, use the 5K or Less proposal form or the Over 5K form. These forms have a few differences, which are outlined below.

	Timeline?	Length of Proposal	Required Matching Funds (EOPC/Unit-External)		
			% Year 1	% Year 2-3	% Year 3-5
<b>5K or Less</b>	No	2 Pages	100/0	75/25	50/50
<b>Over 5K</b>	Yes	2-5 Pages	50/50	50/50	50/50

In the table above, please note that funding is limited to no more than five years and that, while required matching funds are at various thresholds for 5K or Less proposals, EOPC encourages units to exceed unit/external thresholds for all proposals if possible. Also, the length of proposals refers to the proposal itself, which comprises the first section of the proposal form. Beginning on p. 3 of blank forms are additional sections for EOPC review of proposals, program evaluation by the director after the program is over, and EOPC re-funding recommendations, which do not need to be completed during the initial proposal process.

**Phase One of Proposal**

Each proposal is submitted in two phases. The first phase is only for the Abstract and the Outcomes Assessment sections of the proposal, and both of these sections must fit on the first page. The purpose of this step is to allow the EOPC office to look over the Outcomes Assessment section in particular and potentially make recommendations for improvement before the rest of the proposal is completed.

*Abstract*

Because the Abstract and Outcomes Assessment sections of the proposal must fit on one page, it is usually better to keep the Abstract brief to leave more room for the Outcomes Assessment, which is a critical section of the proposal.

*Outcomes Assessment and Methods Used to Gather Them*

The Outcomes Assessment should state the tangible, concrete results you hope the program brings about in comparison to baseline or your initial measurements along with the methods you intend to use to gather them. For example, if you want an increased recruitment rate for a given population, the critical questions to ask are what is your rate now, and by how much do you want it to increase, i.e., what is your threshold for what you define as “success”? Also, how will you gather these baseline and then outcome measures? This concept can be applied to all funding categories. The more specific the outcomes assessment is, tied to actual results (not program activities), the more competitive your proposal will be. Proposal writers are especially

encouraged to seek outside assistance from those with expertise on developing outcomes assessments for this section of the proposal.

### **Submission of Phase One of Proposal**

After you complete Phase One, email the proposal to the EOPC office ([eopc@psu.edu](mailto:eopc@psu.edu)). Someone will then contact you to provide feedback on it and send you back the proposal for completion. In some cases, after this step, if you request, additional space may be allowed beyond the first page for the Abstract and Outcomes Assessment (particularly for Over 5K proposals). However, in most cases, if points are stated concretely and succinctly, one page should be sufficient for both.

### **Phase Two of Proposal**

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

Program Participants: Please avoid ambiguous terms like “minority,” “at-risk,” and so on. Terms like “Black/African American” (specify each targeted racial/ethnic group), “first-generation/low income,” and “students with learning disabilities,” are preferred because they convey more concrete meaning.

#### Need, Goal(s), and Actions:

**Need**: Briefly explain why this program is important for your unit. What “need” does the program fulfill?

**Goal(s)**: Overall, what does your unit hope to accomplish by implementing this program?

**Actions**: This item should probably contain the most detail in this section and should outline how you plan to accomplish your goal(s) and intended outcome(s).

Strategic Plan Linkage: The best method for linking a strategic plan is to provide a direct quote and a page number reference from Penn State’s strategic plan or your unit’s strategic plan.

#### *Proposed Budget*

Use the first cell in each row to not only label the line item (e.g., Travel, Meals) but to give a brief description of how the money will be spent and to break down some costs (e.g., bus trip for participants @ \$500 per bus).

You cannot use “in-kind” support for unit/external support. By “in-kind” support, we mean anything that is not direct dollar support, such as calculating dollar support from a faculty/staff member based on their salary and time spent on the program or amortizing the use of equipment (e.g., laptop computers).

EOPC will not provide funding for (please contact the EOPC office, [eopc@psu.edu](mailto:eopc@psu.edu); 814-863-7890) should you have any questions about the points below):

- Gifts, “giveaways,” or prizes
- T-shirts, buttons, balloons, and other such items
- Conferences where travel is required (except for students who are making presentations, and expenses must be split 50/50 between EOPC and unit)
- Research projects, computer hardware, art, or library collections
- Wages/honoraria for 12-month full-time Penn State employees or graduate assistantships (EOPC will consider 9- or 10-month full-time employees during their “non-contract” months or funding graduate and/or undergraduate students on wages)
- Instructor salaries for Penn State courses where tuition is charged unless the tuition dollars generated by a specific course are inadequate to cover the instructor’s salary

### Timeline

For proposals that seek more than \$5,000 of EOPC funds, please use the Over 5K form and fill in the timeline with the major program activities beginning with any preliminary steps before the program itself actually begins. The timeline doesn’t need to be exceptionally detailed. Usually, 5-10 major program milestones along with the time frame they occur in is sufficient. See example below:

March 20XX:	Develop flyers for the program and send out to potential program participants
April 20XX:	Receive information back from potential participants and begin the interview process
May 20XX:	Make final selection of participants
June 20XX:	Program begins
June 20XX:	Events – first workshop cycle with academic mentors; first field trip; study sessions three times a week; pizza socials every Thursday evening
July 20XX:	Events – second workshop cycle with faculty; “Meet the Chancellor” session; second field trip; study sessions three times a week; final luncheon with Chancellor, faculty, and parents
July 20XX:	Program ends
August 20XX:	Write program evaluation
September 20XX:	Submit evaluation

**Submission of Phase Two of Proposal (Final Submission)**

After you complete the proposal, email it again to EOPC office ([eopc@psu.edu](mailto:eopc@psu.edu)).

If you have any supporting documents, such as assessment instruments, retention/graduation tracking forms, or program flyers, please also send as a single Microsoft Word document (no more than 10 pages in length).

Proposal writers can usually expect notification on funding within 6-8 weeks of the deadline for final submissions of proposals (see “Deadlines” section of EOPC website <<http://equity.psu.edu/eopc/deadlines>> for details).