EOPC Proposal Writing Workshop

The Equal Opportunity Planning Committee

http://www.equity.psu.edu/eopc

308 Grange Building
University Park, PA 16802
Key Components of Web Site

- Overview
- Proposal Guidelines
- Evaluations
- Appendices
- Deadlines
Please use only materials found on the Web site. Do not use forms or materials from previous years.
Forms and Templates

• “Forms” are printable documents that require the use of Adobe Acrobat (forms can now be edited on your computer).

• “Templates” are downloadable “.rtf” (rich text format) files that require the use of tables and should be usable on any word processor.
Goals and Objectives

• Goals identify what the program is trying to accomplish and do not need to be measurable (i.e., assist program students in making a successful transition to college).

• Objectives identify the specific strategies used to accomplish each goal and must be measurable (i.e., each program student will attend three academic success workshop).
Evaluations

• “Quantitative” evaluation consists of objective, quantifiable data (i.e., GPAs, retention/graduation rates).

• “Qualitative” evaluation consists of data that measure opinions, attitudes, etc.

• Qualitative evaluation must use an instrument, but numerical qualitative data is not quantitative data.

• Quantitative evaluation is preferred when possible and appropriate (use both when possible).
“In-Kind” Support

- EOPC-sponsored programs must have 50% of its funding from unit or outside sources.
- Unit or outside funding cannot be “in-kind.”
- EOPC considers “in-kind” support to be any expenditures that would occur anyway even if the unit did not coordinate an EOPC-sponsored program (i.e., salaries).
The EOPC proposal-writing process is multifaceted and complex. This workshop will highlight only key components of the process (to cover everything would require a full-day workshop).
Proposal writers are encouraged to contact Mike Blanco several weeks before proposals are due.

- Reviewing proposals beforehand
- Especially necessary for student recruitment and retention programs, which have additional templates that need to be filled out