



Office of the Vice Provost for Educational Equity

Equal Opportunity Planning Committee (EOPC) Workshop:
Writing and Submitting a Proposal | Fall 2024

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Equal Opportunity Planning Committee

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Overview

The mission of the Equal Opportunity Planning Committee (EOPC) is to promote greater equity for historically underrepresented and underserved groups within the University and/or those groups that have been historical targets of discrimination.

EOPC was formed in 1983 as a response to a desegregation mandate issued by the U.S. Department of Education to all public institutions within the Commonwealth of Pennsylvania. Although the desegregation mandate was lifted by the federal government several years after it was initiated, the Penn State administration decided to continue EOPC's mission and role in promoting equity, respect, and belonging at all Penn State locations.

The primary task of EOPC is overseeing the allocation of institutional funding to Penn State **units** for developing and implementing programs and activities intended to advance the equity mission of the University. Funding from EOPC is intended to provide seed money for innovative pilot programs and existing initiatives that create and support a climate of equity, respect, and belonging throughout Penn State. EOPC funds are general funds to be used in compliance with [University Financial Policies and Guidelines](#).

Information

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Contact

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What does the Equal Opportunity Planning Committee (EOPC) do?

- Promotes greater equity for historically underrepresented/underserved groups.
- Oversees the allocation of institutional funding.
- Provides seed funding for innovative pilot programs for up to five years in decreasing amounts.
- Requires a new proposal and program evaluation be submitted each year for consideration.



Strategic Planning

All EOPC proposals and funded programs must align with University strategic planning efforts.

<https://strategicplan.psu.edu/>

<https://strategicplan.psu.edu/fostering-diversity-equity-inclusion-and-belonging/>

<https://opair.psu.edu/community-survey/>



Select one EOPC funding category:

Campus climate

Curriculum

Faculty and staff recruiting

Faculty and staff retention

Leadership development

Student recruiting

Student retention and graduation

Organizational change

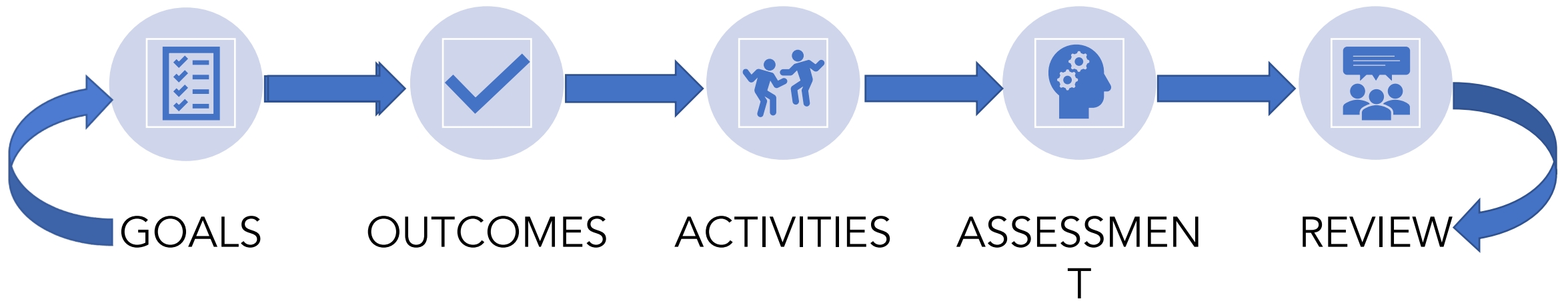
Not funded by EOPC:

- Gifts, “giveaways,” and prizes
- T-shirts, buttons, balloons, and other such items
- Conferences where travel is required
- Research projects, computer hardware, art, or library collections
- Wages/honoraria for 12-month full-time Penn State faculty/staff or graduate assistantships (EOPC will consider funding graduate and/or undergraduate students on wages)
- Scholarships
- Stipends (students are not eligible to receive stipends)
- Instructor salaries for Penn State courses where tuition is charged

Programs may not receive funding from **both** EOPC **and** Campus Access and Success Grants (CASG).



Assessment as a process:



Components of the assessment approach:

- **Goals:** Statements that capture how high-quality work will be measured.
- **Outcomes:** Smaller statements that operationalize the goals.
- **Activities:** Opportunities and experiences that enable specific learning and support outcomes.
- **Assessment:** Activities that help us determine if the desired outcomes were achieved.
- **Review:** How to improve.

Learning outcomes:

If you had to break down goals into discrete components, what would they address?

Learning outcomes are smaller (in scope) statements that operationalize the goals.

- How should people be changed as a result of some activity or intervention?

The EOPC proposal form:

General information:

- Program title
- Campus location
- Unit
- Address
- Primary contact information
- Program category
- Funding period
- Target number of participants

Proposal Abstract:

- In one hundred words or less, describe the program, why it is needed, and what it should accomplish.
- This brief description should be free of jargon and generalizations.

Program description:

Goals: What should the program accomplish? Goals should be statements that capture the benefits of the program.

Participants: Who will participate in the proposed program, how will the program be advertised or shared, and how will participants be chosen?

Need: Describe why the program is necessary.

Program description: (cont.)

Outcomes: How are the goals operationalized? As a result of participation in this program, staff will be able to...

Actions: How will the program be delivered? What are the major components of the program? What expertise do you offer in support of the success of the program?

Strategic plan: How does the proposed program align with the strategic plan?

Assessment:



How will you determine the extent to which you accomplished the desired outcomes?



What evidence do you need to have that will help communicate the success of the program?



Attach the assessment instrument to the proposal form.



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Budget:

The budget should be reasonable, aligned with the goals and purpose of the program, and comply with University and EOPC regulations.

Units are expected to contribute to program expenses.

A link to the budget form is provided in the proposal platform, InfoReady. Download the Excel template, rename it, replace the line-items with your program's budget information and upload it to the budget area of the proposal form.

Budget: (cont.)

	A	B	C	D	E	F
1	EOPC Proposed Budget Template					
2	Line Items	EOPC Funds	Unit Funds	External Funds	Name of External Funding Source	Notes
3	Food costs for luncheon (75 attendees at \$15 per person)	\$1,125.00				
4	Workbook for workshop participants (75 workbooks at \$25 per workbook)	\$1,875.00				
5	Honorarium for workshop trainer			\$2,000.00	NSF grant that includes honorarium	
6	Digital content web developer wages		\$500.00			
7	Refreshments for breakout sessions		\$250.00			
8	Database software for digital web interface	\$750.00				
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19	Totals	\$3,750.00	\$750.00	\$2,000.00		
20						
21	Please add rows as necessary by highlighting a row and right-clicking to Insert more rows.					
22						

Timeline and endorsements:

Timeline: A timeline should describe the major project milestones, program components, and address how and when the program will be delivered.

Endorsements: Affirm support of unit executive, immediate supervisor, and budget officer.

Review of proposals:



REVIEW TEAMS



REVIEW PROCESS



FULL FUNDING,
PARTIAL FUNDING,
CONDITIONAL FUNDING,
NO FUNDING

Program evaluation:



Funded programs must submit an evaluation approximately six weeks following the conclusion of the funding period.



Program evaluations are mandatory for program year renewal consideration. These forms are in InfoReady.

Program evaluation: (cont.)

Evaluations should include:

- Description of actual program participants
- Narrative and rationale describing any changes that were made to the program goals, objectives and/or assessment
- “Yes” or “No” as to whether each objective was met
- Comment on any objectives that were not met
- Total number of quantitative and qualitative outcomes
- Budget reports including proposed expenses and actual expenditures (endorsed by your financial officer)
- Assessment report(s)

Deadlines/assistance for proposal writing:

Summer 2025

Submissions – Friday, December 6, 2024
Review date – Monday, January 20, 2025
Award notification by EOPC – Friday, March 14, 2025

Academic year 2025-26

Submissions – Friday, January 17, 2025
Review date – Wednesday, February 26, 2025
Award notification by EOPC – Friday, April 18, 2025

Program evaluations are due six weeks after completion of your program.

The Office of the Vice Provost for Educational Equity will review proposal drafts to provide feedback in advance of submission deadlines as time and capacity permits.

Contacts and resource links:

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[EOPC Overview](#)

[OPAIR Assessment Workshops](#)



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