Equal Opportunity Planning Committee (EOPC) Proposal Reviewer Training

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Learning objectives:

As a result of today's training, participants will be able to:

- Describe the mission of EOPC
- Locate EOPC proposal writing resources
- Summarize the components of the EOPC proposal
- Differentiate between funding decisions
- Critique EOPC proposals

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Equal Opportunity Planning Committee (EOPC):

- Promotes greater equity for historically underrepresented/underserved groups
- Oversees the allocation of institutional funding
- Provides seed funding
- All EOPC proposals should align with University strategic planning efforts
  - For more information visit: http://strategicplan.psu.edu or http://www.opa.psu.edu

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EOPC overview:

- Sheila Barlock, Equity Consultant
- Proposal form is available on our website: http://equity.psu.edu/eopc
- The EOPC website contains tips, templates, deadlines, and examples
- Sheila (sdc108), or eopc@psu.edu
- EOPC proposal resources EOPC SharePoint site
- Request to be added to our EOPC listserv
- Compliance with University regulations (AD91)

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Funding categories:

- Campus climate
- Curriculum
- Faculty and staff recruiting
- Faculty and staff retention
- Leadership development
- Student recruiting
- Student retention and graduation
- Organizational change

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Funding guidelines – 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
- Instructor salaries for Penn State courses where tuition is charged
- Cannot be funded for both EOPC and Campus Access and Success Grants (CASG)

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Review teams:

- Team leader
- 3-4 reviewers per team
- 3-4 proposal reviewed per team, depending on number of submissions
- Each reviewer will submit their notes and reason for funding decision to the team leader to compile
- Provide justification for funding decisions – will be included in notification letters

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Components of the EOPC proposal form:

You can view the EOPC proposal form [here](#)

- Contact information

- Abstract

- Program description

- Assessment

- Proposed budget

- Timeline

- Endorsements

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EOPC proposals should address:

Need: The need should be clearly stated. The need should align with EOPC's mission and should address a connection to the unit or University's strategic plan.

Program description: The proposal should contain a description of the activities or initiatives that will take place.

Goals: The goals should be explicitly stated.

Learning outcomes: The learning outcomes should operationalize the goals and answer what participants should learn from the program or initiative.

Assessment: The proposal should include a way to measure learning and impact of the program.

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EOPC proposals should address:

Timeline: Major milestones of the program should be outlined.

Renewal proposal: If the proposal is a renewal, the proposal should contain an overview of what was learned: challenges, successes, and improvements to be made.

Budget: The budget should meet the EOPC budget guidelines. The proposed budget should include funding from the unit.

Endorsements: All EOPC proposals should contain endorsements from the unit executive, immediate supervisor, and financial officer.

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Assessment:

Assessment should address:

- What is the learning opportunity (activity) and what should be learned?
- How should participants be changed as a result of attending or participating in this program or initiative?
- How is the learning going to be measured?

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EOPC proposal evaluation:

- Each reviewer is expected to complete an evaluation of the proposals they are assigned.
    - The feedback you provide in this form will be used in funding notification letters
    - Provide clearly written feedback
- Click here to view the [EOPC Proposal Evaluation](#)

Funding options:

- Full funding, no conditions
- Funding with conditions
- Partial funding
- Partial funding with conditions
- No funding

Funding notifications:

- If the review team chooses to fund with conditions, the proposal submitters will have a deadline to resubmit their proposal reflecting any suggested changes.

- If there are conditions that the review team wants the proposal submitter to meet before receiving funding, it is crucial that the review team clearly articulates those conditions.

- Proposal submitters will have access to the Equity Consultant for any assistance or clarification as they revise their proposal.

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About "no funding":

While no funding is an option, please consider the following:
- Can the proposal be revised?
- Proposal submitters can work with the Equity Consultant to revise any part of their proposal.

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Reviewing via Zoom:

- Start in the same Zoom room for a welcome.
- Each review team will break off in their own Zoom room.
- Equity Consultant will be available for questions.

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Reviewer cheat sheet:

- Did they articulate a need for the program?
- Who is the intended audience?
- Is there an alignment with the University's or unit's strategic plan?
- Did the proposal contain goals?
- Are the learning outcomes/objectives clearly written and measurable?
- Is there a way to measure the impact of the program (an assessment instrument)?
- Does the budget adhere to EOPC guidelines, and are they being good stewards of University funds? Is there financial support from the unit?
- Is the proposal endorsed?
- Is no funding an appropriate decision, or can the proposal be revised?

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Want to continue the conversation?

Please contact me via email:

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