

Equal Opportunity Planning Committee (EOPC) Funding: Submitting a Proposal

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PennState
Educational Equity

What is EOPC?

- Promotes greater equity for historically underrepresented/underserved groups
- Oversees the allocation of institutional funding
- Provides seed funding

Strategic planning:

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

- <http://strategicplan.psu.edu/>
- <http://www.opa.psu.edu>

EOPC overview:

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

Focus of EOPC funded initiatives:

- 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)

Not funded by EOPC (cont.):

- Scholarships
- Instructor salaries for Penn State courses where tuition is charged
- Cannot be funded for 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 100 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 participating in this program, staff will be able to ...*
- **Actions:** How will the program be delivered? What are the major components 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 or have that will help communicate the success of the program?
- Attach the assessment instrument to the proposal form.

Budget:

Budget: The budget should be reasonable, aligned with the goals and purpose of the program, and comply with University and EO/PC regulations.

- Units are expected to contribute to program expenses.
- A link to the budget form is provided in the proposal. Download and complete the budget form, and upload to the proposal form.

Q16 Budget. Please upload the completed "EOPC Proposed Budget" form found [here](#). Provide detailed itemization and cost line items for EOPC funds, Unit funds, and External funds.

For more information about funding guidelines visit: <http://equity.psu.edu/eopc/overview>

EOPC Proposed Budget Template

Line Items	EOPC Funds	Unit Funds	External Funds	Name of External Funding Source	Notes
Food costs for luncheon (~75 attend at \$20 per)	\$1,500.00				
Honorarium for luncheon speaker			\$1,000.00	NSF grant that includes provisions for diversity in science education	
Travel expenses for luncheon speaker (mileage 427 total miles @54 cents per mi)		\$231.00			
Refreshments for Colloquy (6 sessions, ~10 per session @ \$10 per person plus		\$720.00			
Digital Content Web Developer Wages		\$500.00			
Database Software for Digital Web Interface	\$1,000.00				
Totals	\$2,500.00	\$1,451.00	\$1,000.00		

Please add rows as necessary by highlighting a row and right-clicking to **Insert** more rows.

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 evaluation approximately six weeks following the conclusion of the funding period.

The link to the evaluation form can be found on the EOPC SharePoint site under "[Resources for EOPC funded programs](#)".

Program evaluation (cont.):

Evaluations should include:

- Description of actual program participants
- Narrative and rationale describing any changes that were made to the program goals
- Narrative and rationale describing any changes that were made to the objectives or assessment
- “Yes” or “No” as to whether or not each objective was met

Program evaluation (cont.):

- Comment on any objectives that were not met
- Total number of objectives attained for all goals
- Summaries of quantitative and qualitative outcomes
- Budget reports including proposed expenses and actual expenditures (endorsed by your financial officer)
- Assessment report(s)

Assistance for proposal writing:

As time and capacity permits, Educational Equity will review proposal drafts in advance of submission deadlines:

- Summer 2022 submission: Friday, December 10, 2021
- Academic year 2022–23 submission: Friday, January 21, 2022

EOPC Deadlines:

Summer 2022

- Application deadline: Friday, December 10, 2021
- Award notification by EOPC: Friday, March 04, 2022
- Evaluation deadline: Friday, September 23, 2022

Academic Year 2022–2023

- Application deadline: Friday, January 21, 2022
- Award notification by EOPC: Friday, April 01, 2022
- Evaluation deadline: Within 6 weeks of the program's completion

Contact us:

Please include "EOPC" in the subject line of all email communications.

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