Overview of Funding for:  
“Creating Inclusive Excellence at Michigan State University”

Foremost among MSU’s values are quality, connectivity, and inclusiveness. Inclusiveness provides opportunity for learners from all backgrounds to bring their passion and talent and join a vibrant, intellectual community built on mutual respect. The MSU community has the opportunity to create synergy within and across organizational systems in support of an inclusive educational and work environment through the “Creating Inclusive Excellence at Michigan State University” funding.

Creating Inclusive Excellence funding presents an opportunity for Colleges and Academic Units to engage in efforts that will enhance academic quality, and through clearly articulated outcomes, demonstrably benefit students. Proposals for Category 1: College and Academic Unit Funding should be aligned with the Bolder by Design strategic imperatives and also incorporate the institutional value of inclusiveness. Funding for multiple year projects may be requested under this category.

Category 1: Requests for Proposals—**College and Academic Units**: Creating Inclusive Excellence at MSU. Please note, while a request may be made for multiple-year funding, a meritorious proposal may be deemed more appropriate for one year of funding. Details on requests for proposals and determination of funding type are found in Appendix One.

Category 2(a) and (b): Requests for Proposals—(a) **College and Academic Unit**, or (b) **Other Academic/Administrative Unit Individual or Group**: Creating Inclusive Excellence at MSU. Non-recurring funding is available for colleges, or academic unit requests that are supported by the college, and an individual or group of faculty and/or staff in departments, schools or all other major administrative units (e.g., Infrastructure Planning and Facilities, Residential and Hospitality Services, or Student Affairs and Services, etc.). Students may submit proposals with endorsement by faculty and/or staff. Proposals for projects or programs that are not *ad hoc* must include an explanation regarding the sustainability of the project or program beyond the funding period by the college, academic or administrative unit. **Multiple-year** funding is not generally available, but may be considered where appropriate. See Appendix Two.

**Directions and Deadline for Submission**

Proposals are due **Monday, May 23, 2016**, and may be submitted **electronically** (preferred method) at msuinclusion.wufoo.com/forms/cieg. Information is also available on our website, www.inclusion.msu.edu, by selecting *Funding Opportunities*, and then *Creating Inclusive Excellence Grant* in the *Featured Links* box.

If you are not able to submit your proposal electronically, please mail completed materials, including the Contact Sheet, to:

Paulette Granberry Russell/Jennifer Mitchner  
Office for Inclusion and Intercultural Initiatives  
426 Auditorium Road  
444 Administration Building

To review past projects that received CIE grants, visit our website at www.inclusion.msu.edu and click on *Funding Opportunities*, then *Inclusive Excellence* and *Past Recipients*.

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1 Enhance the student experience, increase research opportunities, expand the international reach of MSU, enrich community life and university outreach, strengthen the stewardship of MSU, and advance a culture of high performance and full participation.
Appendix One
Request for Proposals from Colleges and Academic Units:
“Creating Inclusive Excellence at MSU”

Category 1: College and Academic Unit Proposals (Quality Funds – multi-year funding)

Purpose and Goals
Proposals should be based on the objective to create inclusive excellence and enhance student experiences. In defining what is meant by inclusive excellence, the American Association of Colleges & Universities (“AAC&U”) commissioned three papers—Making Diversity Work on Campus: A Research-Based Perspective; Achieving Equitable Educational Outcomes with All Students: The Institutions Roles and Responsibilities; and Toward a Model of Inclusive Excellence and Change in Postsecondary Institutions. The AAC&U multi-year effort was designed to help universities: “(a) integrate their diversity and quality efforts, (b) situate this work at the core of institutional functioning, and (c) realize the educational benefits available to students and to the institution when this integration is done well and is sustained over time.” (Clayton-Pedersen and Musil 2005). Proposals for funding can be guided by, but not limited to the following four primary elements advanced by the AAC&U for defining inclusive excellence and are to be consistent with MSU’s Bolder by Design six strategic imperatives.

1. A focus on student intellectual and social development
2. A purposeful development and utilization of organizational resources to enhance student learning.
3. Attention to the cultural differences learners bring to the educational experience and that enhance the enterprise.
4. A welcoming community that engages all of its diversity in the service of student and organizational learning.

Proposals can include, but are not limited to, strategic initiatives in the following areas (Williams, Berger, McClendon 2005):

1. Access, Inclusion, and Equity – initiatives designed to enhance diversity and success among students, faculty, and staff at the University (e.g., a proposal that identifies as an outcome increased retention of faculty and students).
2. Inclusion in the formal and informal curriculum – inclusive content in courses, programs, and experiences across the various academic programs and in the social dimensions of the campus environment.
3. Campus Climate – The development of a campus climate that is supportive of all who live and work here.
4. Student Learning and Development – The acquisition of content knowledge about diverse groups and cultures and the development of cognitive complexity and enhanced critical thinking.

Proposal Format
Based on the reforms of the annual budget planning process, including the goal to simplify the process where feasible, we are asking that proposals not exceed more than six pages of narrative, and include the following to be considered:

1. A completed 2016-2017 Creating Inclusive Excellence Funding Request Contact Sheet
2. Primary focus or beneficiaries of the proposal (undergraduate students, graduate students, faculty, others)
3. Brief description of the proposed program or activity
4. Briefly describe the problem or opportunity you seek to address
5. Summarize the type of work or activities that the request will fund
6. Evidence of support from Dean, or Department Chair(s)/Director(s) of the College(s). Please note that a letter of support MUST be included with the proposal submission or it will not be reviewed.
7. **Outcomes and Impacts**: what outcomes do you expect, and for each outcome you identify, indicate the following—Who benefits; what measures will you use to assess impacts, outcomes, benefits; what milestones with reference to these measures do you expect and proposed for accountability

8. **Budget and Personnel** (provide if the request is for **multiple- or one-year** funding and good faith estimates on project cost, which at a minimum should include detailed costs for the following:
   a. Salary and wages (where appropriate)
   b. Equipment
   c. SS&E
   d. Other costs
   e. Unit match
   f. Any external funding sources and the amount
   g. Total FTE(S) to be hired through this project (include tenure stream faculty, temporary personnel, and FTE GA or RA)²

**Determination of Funding Type**

After review, it may be determined that a proposal for **multiple-year** funds may be meritorious and warrant funding, but the decision is to offer **one-year** funding. Under these circumstances, the decision will be discussed with the college or academic unit administrator prior to notice of the award. Factors that influence this decision can include whether the project or aspects of the project should be piloted on a short term basis, and the balance of available Category 1 funds.

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² **Multiple-year** funds for FTE(S) in support of the project will be considered. However, as noted in “Determination of Funding Type” above, factors that influence this decision can include whether the project or aspects of the project should be piloted on a short term basis, and balance of grant funds.
Appendix Two

Request for Proposals from Colleges and Academic Units, or
Other Academic/Administrative Unit Individual or Group Proposals for:
“Creating Inclusive Excellence at MSU”

Category 2(a): College and Academic Unit Proposals (One-year, non-recurring funds)

Purpose and Goals
The goal to create inclusive excellence at MSU can be accomplished by colleges working both more collaboratively and intensely. Just as research, scholarship, and teaching cut across disciplines and colleges, so too must programs for enhancing inclusiveness for faculty, staff, and students. Projects that enhance diversity within departments and schools, collaboratively within colleges and between colleges are acceptable proposals and are encouraged. In addition to increased collaboration, colleges will need to establish performance goals and mechanisms for evaluating performance against goals. Identifying the needs of a diverse set of students, staff, and faculty, and executing programs to meet those needs, will also require increased investments by colleges and the University.

The Senior Advisor to the President for Diversity and Director, Office for Inclusion and Intercultural Initiatives requests proposals from colleges and academic units with written indication of support by the dean, director, chair, or relevant administrator within the college or academic unit for creating inclusive excellence at MSU. Other funds are available to support additional diversity and inclusion projects. Please contact Ms. Paulette Granberry Russell (353-3924 or prussell@msu.edu) for relevant details.

Proposal Format
Proposals supported by the college as evidenced by written confirmation of support from the Dean(s), or Department Chair(s)/Director(s), or relevant administrator within the College(s) or academic unit(s), should focus on effecting long-term change in the requesting unit(s). We are asking that proposals not exceed more than six pages of narrative, and include the following to be considered:

1. A completed 2016-2017 Creating Inclusive Excellence Funding Request Contact Sheet
2. Description of the Project: Provide no more than three pages of narrative to describe the activities included in the proposed project or program. The description should include discussion of how any funds requested will support activities and what outcomes are expected from those activities.
3. Evaluation of the project. Provide no more than two pages of narrative on how the effects of the project will be measured. Identify measures or processes that will provide feedback to the requesting unit during the implementation of the project to solve any problems that arise and measures that demonstrate that anticipated outcomes have been achieved in whole, part, or not at all. Learning what has not worked can be of equal importance to documenting success.
4. Sustainability: The sustainability of the project or program should be discussed in the proposal. Provide no more than one page of narrative describing how the project or program will be sustained and integrated into the regular operations/activities of the requesting units. Proposals for ad hoc projects or programs can also be submitted, however, the expectation is that non-recurring funding should lead to ongoing, recurring support by the unit.
5. Budget: Provide a one-page summary of requested funds. Funds cannot be used for recurring expenses, space alterations, or capital outlay. Include a description of how the requested funds support the project if not already identified in the project description.
6. Personnel: Provide a list of those persons responsible for managing and carrying out the project, including a description of specific project duties.
Review Criteria

1. **Significance**: Does the proposed project address a problem or opportunity that will make a measurable improvement in the climate for diversity in the college(s) and University? If the aims of the program are achieved, how will ‘best practice knowledge’ be enhanced in the college(s) and University? Will the program act as a model for other units in the University or in higher education generally?

2. **Collaboration**: Does the proposed project involve collaboration within a college and with other colleges or other support units (e.g., Student Services, Residence Life, University Undergraduate Division, etc.)? Whether or not the proposed project is targeted at only one college, how will its results be disseminated or shared with other units? Collaboration can be manifested in relationships with other educational institutions, communities and other entities.

3. **Outcomes**: What effect is the proposed project intended to have on the climate for diversity and inclusiveness? Is it likely to achieve these effects?

4. **Sustainability**: Are there clear and attainable plans for sustaining the project beyond the funding provided? Does the proposal identify specific internal funds or resources for continuing the project, if it meets the stated outcomes? If not, the proposal should clearly indicate that the project or program is intended to be ad hoc with no plans for sustainability beyond the proposed project or program.

5. **Evaluation**: Does the proposal identify measures for feedback during implementation and a mechanism for solving any problems confronted during implementation? Are the proposed outcomes adequately and completely assessed by the identified performance measures?

6. **Administrator Endorsement**: Provide a letter or other indication of support from the Dean(s), or Department Chair(s)/Director(s), or relevant administrator(s) of the College(s) or academic unit. Please note that a letter of support MUST be included with the proposal submission or it will not be reviewed.

Available Funds

It is anticipated that between three to five awards will be made each cycle. Awards will range from $20,000 to $35,000. No matching funds are required, but contribution of resources to sustain the program in the future is expected. At this time, we do not plan on offering multi-year grants, but would entertain exceptional proposals that request such funding arrangements. Grants will be awarded on a fiscal year basis.

Individuals or groups that find themselves with unique opportunities outside of the regular submission cycle may apply for funds, but must include a rationale for submission outside of the expected timeline.

Category 2(b): Other Academic/Administrative Unit Individual or Group Proposals

**Purpose and Goals**

MSU’s strategic imperatives under Bolder by Design reaffirm the value of inclusiveness throughout the institution. The Offices of the Provost, Executive Vice President for Administrative Services, and the Vice President for Student Affairs and Services seek proposals from individuals or groups of faculty and staff in departments, schools or all other major administrative units that fall outside the normal Budget Planning Process of a college\(^3\). When appropriate, students may be included in proposals. Student groups also may apply separately for these funds, however; such requests must have the endorsement of a faculty or staff member, and a unit must be identified as the recipient and manager of the approved funding. **NOTE**: A requirement for funding is that the project or planned initiative is implemented by the individual, group, or organization submitting the proposal. In an effort to expand the range of projects that might be funded, while still preserving funds for “late-breaking” ideas, proposals will be accepted for full-year, as well as single events or projects. Individuals or groups that find themselves with unique opportunities outside of the regular submission cycle may apply for funds, but must include a rationale for submission outside of the expected timeline.

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\(^3\) Opportunities for such projects occasionally can also arise on a collegiate basis, especially in the small, non-departmentally organized colleges. Proposals for such projects are welcome, although are not intended to be a substitute for proposals to be submitted via the *College and Academic Unit Proposal Process* for non-recurring funds review outlined above.
Proposal Format

Proposals can have any focus as long as review criteria are satisfied. We are asking that proposals not exceed more than four pages of narrative, and include the following to be considered:

1. A completed 2016-2017 Creating Inclusive Excellence Funding Request Contact Sheet form
2. Description of the Project: The description should include discussion of how any funds requested will support activities and what outcomes are expected from those activities. Examples of past projects include invited speakers, exhibits, training and development for faculty or staff, and curriculum enhancement. Projects should be completed in one fiscal year or less.
3. Budget: Provide a one-page summary of requested funds. Funds cannot be used for recurring expenses, space alterations, or capital outlay. Include a description of how the requested funds support the project if not already identified in the project description.
4. Sustainability: The sustainability of the project or program should be discussed in the proposal. Provide no more than one page of narrative describing how the project or program will be sustained and integrated into the regular operations/activities of the requesting units. Proposals for ad hoc projects or programs can also be submitted, however, the expectation is that non-recurring funding should lead to ongoing, recurring support by the unit.
5. Personnel: Provide a list of those persons responsible for managing and carrying out the project, including a description of specific project duties.
6. Administrator Endorsement: Provide a letter or other indication of support from all unit administrators of project personnel. In the case of a student submission, the letter should indicate the endorsement of a faculty or staff member and which administrative unit will administer the allocation of funds. Please note that a letter of support from the relevant administrator MUST be included with the proposal submission or it will not be reviewed.

Review Criteria

1. Significance: Does the proposed project address problem or opportunity that will contribute to improvement in the climate for diversity in the University? Will the program act as a model for other units in the University or in higher education generally?
2. Sustainability: Are there clear and attainable plans for sustaining the project beyond the funding provided? Does the proposal identify specific internal funds or resources for continuing the project, if it meets the stated outcomes? If not, the proposal should clearly indicate that the project or program is intended to be ad hoc with no plans for sustainability beyond the proposed project or program.
3. Collaboration: Does the proposed project involve collaboration across members of the University community? How will those not directly involved in proposing or implementing the project be affected by it?
4. Outcomes: What effect(s) is the proposed project intended to have on the climate for diversity and inclusiveness? Is it likely to achieve that effect(s)?

Available Funds

It is anticipated that approximately $40,000-$50,000 in total will be available to individuals and groups to support projects in the next fiscal year. The intent is to endorse multiple projects with fairly small fund allocation totals. At this time, it is not planned to offer multi-year grants, but would entertain exceptional proposals that request such funding arrangements.

Individuals or groups that find themselves with unique opportunities outside of the regular submission cycle may apply for funds, but must include a rationale for submission outside of the expected timeline.