

**Request for Proposals for  
Columbia University  
Grants Program For Junior Faculty Who  
Contribute to the Diversity Goals of the University  
(Awards up to \$25,000)**

**Spring 2020**

**Description**

This small-grants program is designed to support Schools' diversity plans, by advancing the career success of outstanding junior faculty who contribute to the diversity goals of the University by their research, teaching, and mentoring activities.

Applications will be accepted for:

- Support of new or ongoing research and scholarship
- Seed funding for innovative research for which external funding would be difficult to obtain
- Curricular development projects that focus on issues of diversity

Requests for proposals occur twice a year (fall/spring). The maximum award is \$25,000.

Deans and Department Chairs should alert eligible faculty members about this RFP. Given the limited number of slots, Schools are strongly encouraged to develop a process for determining which junior faculty proposals will be prioritized and put forward in this round. Departments planning to nominate a junior faculty member should coordinate with their Dean. Proposals must be submitted with the support and sign-off by the School's Dean.

**Eligibility**

Support is intended for untenured faculty in the early stages of their careers who have strong support from their Departments and who have demonstrated potential for long-term academic appointments. In most cases, this refers to **tenure-track faculty members who are at least two years away from tenure review**. Some Schools may choose to nominate clinical faculty or professors of practice, provided that these faculty members are in the early stages of their career, hold a full-time professorial appointment, have primary involvement in the conduct of original scholarship and research, and that their Departments are committed to their long-term development. He or she should also have a commitment to diversity as demonstrated in their research, teaching, or mentoring activities.

**NOTE:** Faculty members who have previously received this award, or a grant from Columbia University's Professional Schools Diversity Research Fellowships, are not eligible to apply.

**Scope of Commitments and Budget**

Grants will provide up to \$25,000 per successful junior faculty applicant. The typical project period will be 12 months, although projects lasting longer will be considered. The number of awards made will be contingent on the number and quality of proposals received, as well as the amount requested and allocated per proposal.

Funds may be used for purposes that directly support a junior faculty member's new or ongoing research and scholarship, seed funding for innovative research for which external funding would be difficult to obtain, and/or curricular development projects that focus on issues of diversity. Additionally, funds may be used to support participation in professional development programming that enhances

the junior faculty member's progress towards tenure. If requesting funds to participate in professional development programming, the junior faculty member must include a brief statement addressing how the program will contribute to their progress towards tenure. Budget items may include, but are not limited to, research assistance, computational resources, procurement of research materials, professional development program costs (up to \$5k), equipment, travel to scholarly meetings or to conduct research, and supplies. The funds may not be used as salary support for the applicant, support for an unpaid leave of absence, summer salary, or housing supplement. Office of the Provost funds should not be assessed administrative fees.

### Application Requirements

The application package must include Items 1-5:

- 1) Completed cover page with all the necessary signatures (See pg. 4 of RFP)
- 2) Letter of support from the Dean (and Department Chair, if applicable) that includes the following (**each section denoted with a separate header**):
  - ☐ the **qualifications, accomplishments, and future** promise of the applicant the School's/Department's **long-term commitment** to the applicant
  - ☐ how the proposed project will **further the career goals** of the applicant (e.g. progress toward tenure or promotion or generating additional funding from other sources)
  - ☐ how the applicant **contributes to the diversity mission** of the University/School/Department
  - ☐ the **mentoring and support** efforts the School/Department is undertaking to advance the applicant's professional career development
  - ☐ the applicant's **commitment to diversity** as demonstrated in their research, teaching, or mentoring activities
- 3) Applicant's proposal (not to exceed 3 pages)
  - ☐ describing the planned project and anticipated outcomes
  - ☐ describing how the project will further the career goals of the applicant
  - ☐ **NOTE:** The proposal should be written in such a way that it is understandable to an interdisciplinary review panel
- 4) Budget and budget narrative, to include explanation of why central funds, as opposed to School, Departmental, or external funds, are needed for the planned activity (see pg. 5 of RFP)
- 5) Applicant's curriculum vitae

**NOTE:** The entire application must be submitted as **one** PDF file, in the order of the application requirements noted above.

### Selection Criteria

Committees appointed by the Provost will review the applications and will make recommendations to the Provost. Attention will be given to supporting applicants from Schools where the need to enhance diversity is most acute.

Proposals will be judged according to the following criteria:

- ☐ Potential for this award to have a notable impact on a candidate's career success
- ☐ Scholarly excellence of the applicant
- ☐ Quality of the proposed project
- ☐ Potential for the proposed work to contribute to the diversity mission of the University, by advancing the career success of a faculty member in a department where the composition of the faculty is not reflective of the composition of the national pool of qualified applicants
- ☐ Mentoring and support efforts the School/Department is undertaking to advance the professional career development of the applicant

## Reporting Requirements for Awardees

A report should be submitted to the Office of the Provost 12 months after the award is made. The report should include a summary of accomplishments (activities and outcomes); final budget report summarizing how funds were expended; and additional supporting materials (for example, publications, reports or conference presentations). Further details on reporting requirements will be provided at the time awards are made. Acceptance of the award indicates a willingness to be listed on our websites and in other Columbia University publications. Departments and Schools are asked to inform the Office of the Provost of newsworthy announcements related to work supported by the Grants Program for Junior Faculty.

## Submission

The submission deadline is **March 13, 2020**. Notifications will be made by late April.

Please submit the complete application to [diversity-smallgrants@columbia.edu](mailto:diversity-smallgrants@columbia.edu) with the subject line *"Application for Grants Program for Junior Faculty"* with a copy to Dennis A. Mitchell ([dmitchell@columbia.edu](mailto:dmitchell@columbia.edu)) and Kristen Barnes ([kb2916@columbia.edu](mailto:kb2916@columbia.edu)).

## Contacts

Dennis A. Mitchell, DDS, MPH  
Vice Provost for Faculty Advancement  
[dmitchell@columbia.edu](mailto:dmitchell@columbia.edu)  
212-854-7161

Kristen Barnes  
Assistant Director for Faculty Diversity & Inclusion  
[kb2916@columbia.edu](mailto:kb2916@columbia.edu)  
212-854-0336

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**Proposal Cover Page**

**Applying Academic Unit**

School:  
Department/Division (if applicable):  
Contact Name:  
Contact  
Title:  
Email:  
Phone:

**Applicant**

Name:  
Title:  
Department/Division (if applicable):  
Email:  
Phone:

**Anticipated Tenure Review Date (Month / Year):**

**Proposed Project**

Title:  
Total Amount of Funds Requested:

**Application Checklist**

**NOTE:** The entire application must be submitted as **one** PDF file, in the order noted below.

- \_\_\_\_ Cover page with all the necessary signatures
- \_\_\_\_ Letter of support from the Dean (and Department Chair, if applicable) that includes the following (**each section denoted with a separate header**):
  - the **qualifications, accomplishments, and future** promise of the applicant
  - the School's/Department's **long-term commitment** to the applicant
  - how the proposed project will **further the career goals** of the applicant
  - how the applicant **contributes to the diversity mission** of the University/School/Department
  - the **mentoring and support** efforts the hiring unit is undertaking to advance the professional career development of the applicant
  - the applicant's **commitment to diversity** as demonstrated in their research, teaching, or mentoring activities
- \_\_\_\_ Applicant's proposal (**NOTE:** The proposal should be written in such a way that it is understandable to an interdisciplinary review panel)
- \_\_\_\_ Budget and budget narrative
- \_\_\_\_ Applicant's curriculum vitae

_____ NAME/DEAN	_____ SIGNATURE	_____ DATE
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_____ NAME/DEPARTMENTCHAIR (if applicable)	_____ SIGNATURE	_____ DATE
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**Budget Request**

**Applicant Name:** \_\_\_\_\_

<b>BUDGET</b>	
<i>Please provide a summary budget of the proposed project. Add lines or categories as necessary.</i>	
Personnel, including salary and fringe (research assistance) <sup>1</sup>	\$ 0.00
Supplies and materials	\$ 0.00
Meetings and travel (airfare, hotel)	\$ 0.00
Other costs (please specify) <sup>2</sup>	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
<b>Total Project Costs</b>	<b>\$ 0.00</b>

<b>BUDGET NARRATIVE &amp; JUSTIFICATION</b>
<i>Please provide a short description and justification of how grant funds will be used, and include commentary on why central funds (as opposed to departmental or external funds) are necessary for this activity. For professional development programming-related requests, the program name and a brief description must be provided. Attach an additional page if necessary.</i>

<sup>1</sup> The funds may not be used as salary support for the applicant, support for an unpaid leave of absence, summer salary, or housing supplement.

<sup>2</sup> Office of the Provost funds should not be assessed administrative fees.