

Request for Proposals
Grants Program for Mid-Career Faculty Who
Contribute to the Diversity Goals of the University
(Awards up to \$37,500)

Spring 2020

Description

This small-grants program is designed to support Schools' diversity plans, by advancing the career success of outstanding mid-career faculty who have received tenure for the first time in the previous seven years, have made a recent, significant contribution to their field, and 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 during the spring semester annually. The maximum award is \$37,500 total over three years.

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 mid-career faculty proposals will be prioritized and put forward in this round. Departments planning to nominate a mid-career 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 mid-career faculty who have strong support from their Departments or School on the Morningside campus. In most cases, this refers to **tenured faculty members who have received tenure for the first time in the previous seven years**. Some Schools may choose to nominate clinical faculty or professors of practice, provided that these faculty members have recently been promoted, 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. The applicant 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 are not eligible to apply.

Scope of Commitments and Budget

The Office of the Provost will provide up to \$37,500 per successful mid-career faculty applicant. The typical project period will be 1-3 years, 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 mid-career 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 or leadership development programming that enhances the mid-career faculty member's overall career development. If requesting funds to participate in professional or leadership development programming, the mid-career faculty member must include a brief statement addressing how the program will contribute to their overall career trajectory. Budget items may include, but are not limited to, research assistance, computational resources, procurement of research materials, professional or leadership development program costs (up to \$7,500), 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 (see page 4 of RFP), with all the necessary signatures
- 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 promotion or generating additional funding from other sources)
 - ☐ how the proposed project and/or applicant **contributes to the diversity mission** of the University/School/Department
 - ☐ the **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 page 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

A committee will review the applications and 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:

- ☐ Scholarly excellence of the applicant
- ☐ Quality of the proposed project
- ☐ Potential for this award to have a notable impact on a candidate's career success
- ☐ Potential for the proposed work and/or 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
- ☐ Support efforts the School/Department 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

Reporting Requirements for Awardees

A report should be submitted to the Office of the Provost at the end of the term of the grant. 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 featured on our website 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 Office of the Provost Grants Program for Mid-Career Faculty.

Submission

Please submit the complete application to diversity-smallgrants@columbia.edu with the subject line *"Application for Office of the Provost Grants Program for Mid-Career Faculty"* by **March 13, 2020**, with a copy to Dennis A. Mitchell (dmitchell@columbia.edu) and Kristen Barnes (kb2916@columbia.edu).

Timeline

January 2020: Call for proposals

March 13, 2020: Deadline for submission of proposals

By end of April 2020: Notification

Contacts

Dennis A. Mitchell, DDS, MPH
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212-854-7161

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Assistant Director for Faculty Diversity & Inclusion
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Office of the Vice Provost for
Faculty Advancement

Request for Proposals for
Columbia University
Office of the Provost Grants Program
For Mid-Career Faculty Who Contribute to the
Diversity Goals of the University
(Awards up to \$37,500)

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 of the application requirements noted above.

- _____ 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 proposed project and/or applicant **contributes to the diversity mission** of the University/School/Department
 - the **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

NAME/DEPARTMENT CHAIR
(if applicable)

SIGNATURE

DATE

**Office of the Provost Grants Program For Mid-Career
Faculty Who Contribute to the Diversity Goals of the
University
Budget Request**

Applicant Name: _____

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

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

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

² Office of the Provost funds should not be assessed administrative fees.