Equity, Access, Inclusion and Diversity (EAIDI)
Request for Proposals

The College of Arts and Humanities Dean's Office is pleased to announce a request for proposals for the EAIDI grant for projects to be undertaken between July 01, 2026 and June 30, 2027.

Deadline for grant submission: **March 6, 2026**

Proposals should be submitted via InfoReady (*NOTE: WCU credential needed to login*)

Submissions should be sent as one complete PDF file, which includes the following:
- **Cover Sheet**
- **Project Narrative**
- **Budget**
- **C.V.**
- **Additional Documentation (if required)**

Incomplete proposals will be returned without review. The appropriate cover form is used and is filled out completely and correctly. All necessary signatures are included for Tier 1 & Tier 2 requests. The proposal includes all of the required components, and the proposal sections are appropriately labeled. The page limits are within the guidelines described (narrative, max. 5 pages; resume, 2-3 pages; budget, 1 page). Appropriate supplementary documentation is included.

Requests can be made up to $10,000 per project for Tier 1 (Tier 2&3 descriptions can be found on pg. 6). Funding for EAIDI projects is contingent upon the availability of funds from the dean's office. Partial funding of projects will be considered. If pursuing AWA, please see the separate AWA proposal form on the CAH SharePoint. Funds can be used between July 1, 2026 through June 30, 2027. Exceptions to the funding period must be approved by the dean or their designee.

Grant Timeline for 2025-26
- Release RFP: November 2025
- Optional: EAIDI proposal-workshopping sessions Dec 3 & Feb 18 (if interested in attending one of these sessions, please email Jsprague@wcupa.edu and Djohannes@wcupa.edu for zoom info)
- Proposal deadline: March 6, 2026

- Committee recommendations: last week of <mark>March</mark>
- Dean's decision and notification: first week of <mark>May</mark>

Although we plan to abide by these general timelines every fall, there may be some variance depending on the semester and other factors. Any changes to the timelines will be announced as soon as possible.

I. Grant Description

Equity, Access, Inclusion, and Diversity Initiatives (EAIDI) Grant
A. Description:

We are especially interested in supporting initiatives that contribute towards institutional priorities which include closing the equity gap between White students and BIPOC students; increasing the graduation rate and/or the second fall retention rate for students, especially BIPOC students; creating inclusive classroom and campus climates, and supporting the access mission of the University. More specifically, grant applications need to demonstrate that the proposal functions in alignment with the EAIDI principles, including a commitment to address, oppose, and dismantle the systems, structures, and institutional practices that perpetuate and reinforce white supremacy and heteronormativity. This includes a commitment to continued study of social movement histories, context, exigences and theories of change as they relate to universities and questions of diversity and equity

Equity, access, inclusion, and diversity are understood to work in many spheres, including pedagogical, research, and co-curricular activities. Indicate the likelihood of project to successfully achieve the project outcomes. Explain how the project supports recruitment and retention efforts and/or other benefits to the college or university. Proposals may refer to relevant strategic plan goals—self-awareness and creating inclusive environment—and their specific outcomes, available online:
https://wcupa.edu/president/strategicPlan/default.aspx

The EAIDI grant supports the mission of the University, especially the goals for students to "engage inclusively in a diverse society" and to support "access to learning" and "inclusion."
https://www.wcupa.edu/president/missionStatement.aspx.

B. Examples of Possible Project Topics (not an exhaustive list):

Equity, access, inclusion, and diversity are understood to work in many spheres, including pedagogical, research, and co-curricular activities. Projects could include, but are not limited to, the following:

Department or Program-Wide Initiatives. Proposals that involve department or program-wide initiatives are encouraged to include letters of support from parties that may be impacted (for example: department chairs, program directors, or other relevant individuals).
- Create print and/or online resources for students to assist with retention and achievement.
- Pilot innovative programs that support high-impact activities geared for diverse students.
- Develop projects that respond to student learning assessment data.
- Initiate projects to improve and assess department or college-level advising for BIPOC and under-served students.

● Program-wide initiatives should also hew closely to EAIDI's guiding principles.

External Outreach, Recruitment, Partnerships. These projects connect your department, program, and students to various internal and external groups to support recruitment and outreach goals that increases diversity and access, including but not limited to the following:
● Establish/Strengthen WCU's relationship with external partners including educational institutions, local school districts, and community and business partners.
● Develop programs/courses that can be offered at the PASSHE Multi-University Center in downtown Philadelphia (701 Market Street, 3rd Floor).
● Create a program for prospective students from under-served areas.

New Course Proposals. Funding can be requested to design courses that promote university learning outcomes around diversity, equity, civic discourse, and inclusion. Proposals should provide evidence to indicate the likelihood that successful completion of the project will result in necessary course and program approvals by curriculum committees, department chairs, etc. (This evidence should include support letters and impact statements from chairs and faculty colleagues, etc.)

Study Abroad and Professional Development Experiences. Funding can be requested to provide under-represented or under-served students the opportunity to engage in study abroad or professional development experiences, when they might not otherwise have the opportunity, the time, or the funds.

Examples. Project-related items that can be funded include, but are not limited to the following:
● All such proposals need to engage EAIDI's guiding principles.
● Purchase equipment or supplies related to a specific study on retention, diversity, etc.
● Organize a department-wide retreat on under-represented student retention.
● Organize department-wide retreat on issues of classroom and campus climate.
● Pay students and/or tutors assisting in a project.
● Cover expenses associated with external collaborations, meetings, outreach events, marketing.
● Cover student expenses for international travel.
● Organize on-campus colloquia or seminars in support of equity, access, inclusion, and diversity, and provide funds for guest speaker. Event must be open to the college.
● Purchase software, program packages, webinars to assist in assessing equity gaps.
● Request course release for time to devote to project.

Closing Achievement Gap for BIPOC Students.
● Explore/assess student success in key courses that affect 2nd-3rd year retention and identify places where achievement gaps exist for BIPOC students.
● Create initiatives that increase graduation and/or persistence for BIPOC and other at-risk students.
● Implement strategies to support student achievement in courses. For example, supplement LARC tutoring with department/major-specific tutoring or peer-mentoring models.

- Develop departmental initiatives to report on and address achievement gaps relevant to the major, especially in majors with a high number of BIPOC students.
- Develop projects to track individual students who may be at risk and propose interventions.
- Create high-impact activities, like student research and other experiences to support BIPOC students or develop plans to expand successful high impact practices to reach more BIPOC students.

Research. Projects involving human subjects research will be contingent upon all relevant IRB approvals.
- Conduct demographic/social network analysis related to issues of diversity, climate, achievement gap.
- Plan and implement a research project to collect and analyze student success data of various kinds with a plan for sharing to relevant constituent groups.
- Study experiences of diverse faculty, students, staff on campus.
- Conduct research with historically marginalized and under-served students.

II. Grant Requirements

NOTE: Three tiers of funding exist. (See section F for explanation of the tiers)

Each tier has a distinct primary purpose and its own specific requirements. Tiers 1 and 2 are administered through the fall and spring RFPs. Tier 3 requests are submitted directly to the chair of the EAIDI committee and considered on a rolling basis throughout the academic year. Please submit any Tier 3 requests to eaidi@wcupa.edu - Tier 1 and Tier 2 requests should be submitted through InfoReady.

A. General Eligibility
All tenured/tenure-track faculty members in the College of Arts and Humanities are eligible to apply. Projects involving collaborators from other colleges may be considered with evidence of support from their home college and/or department.

Temporary faculty may submit a proposal with permanent faculty. Being awarded a grant does not assume nor promise any future teaching assignments. Temporary faculty must be employed by the university in order to expend the funds.

Groups of faculty are eligible to apply. Collaborative and interdisciplinary projects are especially welcome. Groups that include the involvement and/or endorsements of department chairs, chairs of department curriculum or assessment committees, program directors, faculty, advisors, and students are encouraged to apply.

Joint projects should be submitted in a single proposal with two (or more) principal investigators. A joint proposal will be awarded as a single project (max $10,000).

Students involved in projects must be enrolled at WCU. Proposals that involve recruitment activities for prospective students, including high school students, will be considered. Please contact the Associate

Dean of CAH to discuss the project so that plans can be made for working with non-WCU entities and to manage the additional time and paperwork with various university offices.

EAIDI encourages pre-tenure faculty and faculty from historically marginalized backgrounds to submit applications as well.

B. Peer Review
Project proposals will be peer-reviewed by the EAIDI Committee, a diverse group of CAH faculty from across the arts and humanities who can speak to the merits of proposals from various disciplines. The committee will make recommendations regarding projects to the dean, who will have final approval authority.

Committee members are appointed by the dean, but individuals interested in serving on the committee may contact the Associate Dean of CAH.

Sitting committee members may submit project proposals, but they must notify the committee chair and CAH's Associate Dean of their intention to submit and recuse themselves from the evaluation process for that review cycle. The dean may appoint an alternate to serve in the member's place. The original committee member may return to their appointment after the grant cycle is complete.

C. Outcomes Report
At the conclusion of the project, award recipients must submit a brief 2-3 pp. final report indicating how well the experience accomplished their intended goals. Summarize the activities and outcomes of the project, including lessons learned, future plans, etc. Include evidence of the success, value, and effectiveness of the project. Reports must be submitted within 3 months of completing the project. Failure to submit a report will make the grant recipient ineligible for other college grant programs.

D. Exclusions
Proposal duplication is not allowed. Current or pending funding sources must be disclosed in the budget. If funding for a cost or a scope of work has been proposed in another grant program, the same cost or work cannot be requested for EAIDI funding. Contact the Associate Dean with any questions and to discuss strategies for submitting grant proposals, and consider registering for an EAIDI proposal-workshop session.

E. Other Requirements
- **As stated above, applications must be in conversation with the EAIDI principles, demonstrating how outcomes align with them.**
- Funding for projects involving human subjects research will be contingent upon all relevant IRB approvals.
- Proposals that involve department or program-wide initiatives must include a letter(s) of support from the department chair, program director, and any other parties that may be impacted.
- Projects that involve study abroad must include endorsement by the director of Global Engagement (Study Abroad) Office and meet CIP deadlines.

F. Explanation of Tiers

Tier 1: Major grant – up to $10,000 (prev. $6000)

Traditional EAIDI Grants as they were administered previously, awarding the highest grant amounts. Tier 1 grants are well developed with clear budget needs and deliverables. This tier also has the highest requirements and expectations for the grant application.

Details:

1. No set limit on accepted number of grants, but usually fewer per grant cycle/year than Tier 2
2. Projects receiving the highest funding amounts are often high impact, high profile, or a feature initiative
3. Usually include a plan to distribute the results of the project on campus or more publicly.
4. Applications seeking an AWA must apply for Tier 1 funding (usually one AWA available per year)
5. Other special cases also require Tier 1 applications, such as proposals involving human research (IRB), potentially hiring graduate assistants, and study or travel abroad.
6. Need fully developed proposal (same level of development as previous requirements, but suited to new rubric)
7. Usually a one-time grant or seed money for a long-term or even bigger project. Approved projects should not expect to get long-term funding through EAIDI from CAH
8. Accepting applications twice a year in response to the Request for Proposals (RFP), with one spring and one fall deadline
9. Tier 1 projects might include partnerships across departments or units or be interdisciplinary in approach and outcome

Tier 2: "Seed grants" (up to $2500)

This new tier targets EAIDI-eligible projects that are not yet fully developed but could become so with a "seed" investment of time and resources, or great ideas that simply need less money. Tier 2 projects have lower requirements for grant applications, which will hopefully encourage more applications and result in more EAIDI-related activity. Again, proposals must demonstrate explicit engagement with the EAIDI principles

Details:

1. Seed money for a project
2. Can be funding for exploratory work
3. Might lead to Tier 1 grant at later date
3. Might allow for the funding of a part-time Graduate Assistant. Graduate Assistantships are $2500 per 3-credit hour GA
4. Department approval required for proposals more than $1000
5. Letters of support encouraged but not required
6. Accepting applications twice a year in response to the Request for Proposals (RFP), with one spring and one fall deadline

Tier 3: EAIDI Rolling Discretionary Fund (up to $250 or more if justified by proposal)

Another NEW tier designed to encourage EAIDI-related projects. The EAIDI Committee, through its chair, can approve small funding amounts to pay for or to reimburse (within 20 days) expenditures involving EAIDI-related activities for students or outside speakers/guests.

Details:

1. Submit an email with the Tier III form to the EAIDI Committee Chair(s) at eaidi@wcupa.edu. Include a brief explanation (50-150 words) describing the needed funds (budget), and how the project/event aligns with our general missions/RFPs (rationale)/EAIDI Principles.
2. Rolling application, funds subject to availability. Discretionary fund contains roughly $1000 and may be resupplied based on interest, demand and availability of funds.
3. EAIDI chair will respond with funding decision directly to applicant.
4. Can accept applications for funds in advance of disbursement or for reimbursement (within 20 days).
5. The CAH Dean's Office will distribute and track funds.

III. EAIDI Proposal Template and Guidelines

All Tier 1 and Tier 2 projects proposals require the following four components:

A. Cover page B. Narrative C. Budget Form D. Applicant(s)' CVs

Differences between Tier 1 and Tier 2 Submission Requirements:

Tier 1	Tier 2
Cover page must include department chair signature	Department chair signature not required for funding $1000 or below
Narrative length: no more than 1200 words (~5 pages).	Narrative length: no more than 500 words (~2 pages).
Well-developed methodologies as well as detailed outcomes and deliverables (higher expectations, although outcomes and deliverables need not take the form of traditional academic work products)	Objectives and even procedures may be more speculative, although objectives are appropriate and reasonable for the stage of the project. What will project success look like? How will you be able to show the committee/college that the project was worth funding?
A plan to distribute results of project on campus or more broadly to the public	A specific plan for distribution of results is not required
Detailed and carefully considered budget using budget template (same for both)	Detailed and carefully considered budget using budget template (same for both)
Additional information may be required, including letters of support (IRB approval, etc.)	No additional information is required, although applicants may choose to include relevant additional documents.

Detailed Guidelines for items that should be submitted to InfoReady

A. Cover page. Please include **this cover page** as the first page of the narrative (described in "B" below). This needs to be complete, including potentially the department chair signature. (In the event that an applicant is a department chair, the dean should sign on this line instead.) Please note that the department chair signature signifies that departmental resources that are needed to support the project are in place.

Also provide the sources of any matching funds, the amount, and the signature of the cost center manager and/or unit head. Applicants need to provide sufficient time to the department chair and any other signatories, allowing them to review the proposal in advance of the EAIDI deadline.

B. Narrative. Description of project

> **Purpose** Describe the purpose of the project and, as clearly as possible, the concrete, measurable outcomes that will be achieved. Explain how the outcomes are linked to the grant priorities described in the RFP. Successful projects will articulate specific and concrete outcomes or "deliverables." Proposals may refer to relevant goals in the University mission statement, available online at https://www.wcupa.edu/president/missionStatement.aspx.

> **Expected Outcomes**. Articulate a plan for assessing the value, success, and effectiveness of the project proposed. How will you know that you achieved the goals of your proposed project? What deliverables or outcomes will evince the success of the project? Explain how the project supports recruitment and retention efforts and/or other benefits to the college or university. Projects will be evaluated based upon the extent to which the project has the potential to achieve one or more of the proposed objectives and its relevance to the stated goals of this RFP.

> **Timeline** Provide a timeline with detailed description of specific activities and outcomes/deliverables expected, including benchmarks.

> **Qualifications.** Include a brief description of qualifications of faculty submitting proposal.

C. Budget. All grant proposals are required to include a budget using the template within InfoReady (you can download and use that form). Proposers are encouraged, though not required, to discuss their ideas with CAH's Associate Dean or the Budget Manager (Stephanie Reid) before developing a budget, and to ensure that expenses are allowable within university and state regulations. Funding can only be approved for allowable expenses contingent on these policies. See Use of State Funds Policy.http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Expenditures%20of%20Public%20Funds,%20Guidelines,%20Standards,%20and%20Limits.pdf

Itemized budget must be based upon actual/estimated costs. Provide a detailed description and justification for each item below the budget chart, or in the body of the proposal. Proposals requesting course release (AWA) should include a detailed plan of how the time will be spent, including benchmarks. One 3-credit course release during the academic year is equivalent to approximately 7 hours per week. A 3-credit summer AWA is rough equivalent to three full-time (37.5-hour) weeks.

D. Curriculum Vitae. Please include a 2-3 page CV of faculty member(s) submitting the proposal, emphasizing information relevant to the proposed project.

E. Additional Documents. If relevant or required, provide documentation that verifies project components and need for funding and confirms the relevance and impact of the project. Documents can include but are not limited to the following: confirmation of invitation/participation in a workshop/conference; letters of endorsement from relevant offices, content experts, etc. If relevant, include written endorsements from partner organizations, department chair, program director, other relevant university and/or community offices.