



UWW ORSP DEADLINE: 16 MARCH 2011

UNIVERSITY OF WISCONSIN SYSTEM OFFICE OF EQUITY, DIVERSITY AND INCLUSION (EDI) CLOSING THE ACHIEVEMENT GAP PROGRAM

INTRAMURAL GRANT APPLICATION PACKAGE

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University of Wisconsin-Whitewater Office of Research and Sponsored Programs Intramural Transmittal Form. ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

X

Proposal Development and Submission Instructions. Each University of Wisconsin grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

X

Grant Program Forms. Each University of Wisconsin grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

X

Additional Proposal Development and Submission Resources. University of Wisconsin grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ALL proposals must be submitted to ORSP. Grants submitted to directly to System or Extension may not be reviewed.

DENISE EHLEN, Director, 262-472-5212, ehlehd@uww.edu
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ORSP, 2243 Andersen Library, www.uwworsp.org





UNIVERSITY OF WISCONSIN
WHITewater

RSP APPROVAL & CERTIFICATION
TRANSMITTAL



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

FUNDING COMPETITION INFORMATION Deadline:		RSP USE ONLY		ID:
1. Sponsor & Program:		Date Submitted:		
2. Address:		Number of Copies to Sponsor (original +)		
3. Telephone:	Fax:	Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A		
4. Web:	Notes:	GT Proposal Entry:		GT Award:
PROPOSAL INFORMATION				
5. Principal Investigator:		5a. Department/Division/Institution:		
5b. Address:		Phone:	Fax:	Email:
6. Co-Investigator:		6a. Department/Division/Institution:		
6b. Address:		Phone:	Fax:	Email:
7. Co-Investigator:		7a. Department/Division/Institution:		
7b. Address:		Phone:	Fax:	Email:
8. Co-Investigator:		8a. Department/Division/Institution:		
8b. Address:		Phone:	Fax:	Email:
9. Project Title:				
10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		AWARD INFORMATION – RSP USE ONLY <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT		
11. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA#)		
12. Match Information \$		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To		
13. Begin Date End Date		Total Award Begin Date End Date		
REQUIRED CLEARANCES – Does the project involve:				
14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?			Approved? (choose one)	
15. use of human subjects, human tissue or vertebrate animals?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
16. action involving space, remodeling, or construction?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
17. hiring non-UWW personnel?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
18. requires release time by PI (and/or Co-Is) in support of project activities?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
19. creation of new degree programs or services?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
20. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
REQUIRED SIGNATURES				
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		SIGNATURE		DATE
I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin.				
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)				
DEPARTMENT CHAIR/UNIT DIRECTOR		SIGNATURE		DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$ _____ or via in-kind contributions as described in the budget (narrative).				
COLLEGE DEAN/DIVISION DIRECTOR(S)		SIGNATURE		DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$ _____ or via in-kind contributions as described in the budget (narrative).				
<i>Applicants submitting proposals including an international component must secure the signature of the Director of the Center for Global Education in this cell.</i>				
RESEARCH AND SPONSORED PROGRAMS CERTIFICATION		SIGNATURE		DATE
By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.				
INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:		DATE:		TYPED NAME: DENISE EHLEN

UNIVERSITY OF WISCONSIN SYSTEM
OFFICE OF EQUITY,
DIVERSITY AND INCLUSION
CLOSING THE ACHIEVEMENT GAP

SPECIAL NOTE

All UW System institutions are eligible to apply and up to two proposals per institution will be accepted. An internal review panel will select Whitewater submissions – in consultation with the Provost – should more than two faculty/staff/groups submit proposals by the UWW ORSP deadline. Each proposal must be signed off by the Provost and the Grants Officer. ORSP will coordinate internal review/certification.

The UW System budget form must be used for all proposals. **Institutional matches are required.**

Contact Denise Ehlen (ehlend@uww.edu, x5212) with additional questions.

University of Wisconsin System Grant Program

Closing the Achievement Gap: Promoting Institutional Change to Foster Access and Excellence for Historically Underrepresented Populations

Request for Proposals

Due: April 15, 2011

Grant Program Parameters

The University of Wisconsin System Office of Academic Affairs is pleased to announce a request for proposals associated with its Closing the Achievement Gap Grant program. The central purpose of this grant program is to support practical and innovative programs that are effective in redressing the gaps in access, learning, and academic achievement that currently exist among students from historically underrepresented populations in comparison to their White peers. Through the provision of these grant funds, the UW System seeks to advance greater equity, inclusion, and excellence across all of its institutions.

A total of **\$300,000** will be available for academic year **2011-2012** to fund projects in the following categories:

- 1. Start-up Grants to Address Emerging Institutional Needs.** Grants in this category are provided as seed money for new, innovative programs and initiatives with clearly articulated plans for closing the achievement gap;
- 2. Grants to Further Implement Existing Institutional Initiatives.** Grants in this category are provided as a means of supporting existing institutional initiatives seeking to produce better results or more effective implementation of strategies and plans centrally focused on closing the achievement gap.
- 3. Evaluation Grants.** Grants in this category are provided to support lines of empirical inquiry into the quality and effectiveness of existing institutional activities, programs, and initiatives aimed at closing the achievement gap.

Particular attention will be given to those proposals that clearly demonstrate the capacity to do one or more of the following:

- Bolster the retention, academic performance, and graduation of students of color;
- Utilize well-conceptualized methods of assessment and evaluation to demonstrate their success; and
- Bear promise for wider replication across the rest of the institutions that comprise the UW System.

All UW System institutions are eligible to apply for Closing the Achievement Gap Grant funds; each institution, however, is asked not to submit more than **two proposals** for review in this current grant cycle. Proposals may be submitted by faculty, staff, faculty/staff teams, academic departments, academic support units or programs, and student affairs offices or programs. In addition, each proposal **must be** accompanied by a letter of endorsement from the Provost explaining: 1) how the project will further the institution's strategic directions for diversity, equity and excellence; and 2) the ways in which the institution intends to provide a campus match of funding.

For 2011-2012, it is expected that five to six awards will be made in the **range of \$10,000 to \$75,000 per project**. It is anticipated that funding for this program will be available in 2012-13. As such, grant proposals that outline two-year plans are welcome with the understanding that institutions will not receive two years of funding in the same grant cycle. Second year funding is not automatic but dependent upon mid-year and final reports, demonstrated outcomes, and the degree to which institutions have moved to institutionalize the program initially undertaken.

Background

The UW System established its Closing the Achievement Gap Grant in 2007 with the intent of supporting UW institutions in their efforts to redress the educational inequities in access, learning, and academic achievement prevalent among its students from historically underrepresented populations. As the final results of the UW System's ten-year diversity plan Plan 2008, have made clear, students of color remain disproportionately represented among the ranks of those students with limited access to higher education; who drop out before completing their academic programs; and who do not graduate with a degree from a UW institution. The following statistics bear these statements out more fully:

- In terms of access, just 22% of all Wisconsin high school graduates of color enroll in a UW institution compared to 35% of all White high school graduates;
- In terms of undergraduate enrollments, students of color comprise a little more than 10% of all undergraduates enrolled within the UW System; White and international undergraduates account for the rest of UW System student enrollments;
- In terms of retention, 72 percent of students of color are retained from the first to the second year of college while 80 percent of White students are retained over the same span of time; and
- In terms of graduation, 47 percent of undergraduates of color who enroll as new freshmen graduate from a UW institution within six years; White students account for 67 percent of the same population.

When placed in the context of the burgeoning demographic growth among communities of color within the state, it is clear that UW institutions need to be far more proactive, deliberate,

and focused on eliminating these educational inequities if they are to be viable options for the college students of tomorrow.

Moving forward, the UW System is working to develop a set of strategic actions for Inclusive Excellence that will move the System and its institutions closer to enhanced educational quality, equity and diversity. Similar to the goals of *Plan 2008*, these strategic directions will continue to promote institutional change to foster access and excellence for historically underrepresented populations. From this perspective, we will look for proposals that have a strong focus on closing the achievement gap, are integrated into the fabric of the institution through collaboration and shared responsibility and highlight institutional accountability as opposed to individual deficits.

Grant Program Focus Areas and Categories

The Closing the Achievement Gap grant program seeks proposals in the following broad areas:

- **Institutional Transformation** through the efforts of personnel who provide leadership for programs that stimulate and sustain focused efforts to close the achievement gap.
- **Research, teaching, and learning** grounded in theories, concepts, and/or methodologies that work to close the achievement gap and thereby enhance diversity, equity, social justice, multiculturalism, educational reform, or inclusion.
- **Pedagogies, concepts, and practices** that contribute to closing the achievement gap by advancing understanding and acceptance of cultural differences, facilitating social change, and addressing student learning styles and needs, such as curriculum infusion and service learning.
- **Personal and professional development and support** such as advising, mentoring, recruitment and retention, and promotion/graduation of underrepresented faculty, staff, or students.
- Demonstrated efforts that foster an inclusive **organizational culture** and supportive **campus and classroom climates** that encourage coalition building and interactions across diverse groups.
- **Community service** programs or initiatives with goals and assessment plans that work to close the achievement gap across or beyond the university community through pre-college programs, outreach, partnerships, and service learning.

Examples of Sample Proposals

The following are examples of sample proposals. It is expected that projects will build on work already taking place at the institution.

- Projects that advance changes in institutional practices as a result of an institution's participation in the Equity Scorecard.

- Projects that focus on retention and academic excellence for underrepresented students.
- Projects that implement pedagogical or curricular change in a department or discipline, e.g., a math department that uses data from its gateway courses to enhance the persistence and retention of underrepresented students in the major.
- Mentoring programs for students, faculty or staff designed to improve campus climate.
- Student Support programs and initiatives that address access, retention and graduation of underrepresented students.
- Curricular Infusion that contributes to welcoming classrooms and results in equity and excellence in learning outcomes for underrepresented students.

Proposal Requirements

The electronic submission of the proposal is due **on or before April 15, 2011**, for projects that will be funded during the fiscal year 2011-2012. Proposals should be sent to OADD@uwsa.edu.

Project Duration

Closing the Achievement Gap grants cover **one year** of funding. Institutions are eligible to receive a second year of funding if they apply in a subsequent grant cycle and the review committee recommends they be funded again. It must be noted that second year funding is not automatic but dependent upon mid-year and final reports, project outcomes, and the degree to which institutions have moved to institutionalize the program being undertaken.

Institutions cannot apply for more than two years of funding for the same program, project, or initiative that has already received Closing the Achievement Gap Grant funds. Institutions may submit additional proposals to the UW System's Closing the Achievement Gap Grant competition but these proposals should pertain to work and projects that can be clearly differentiated from that which has already been funded.

Requirements for Application

To be considered for funding, a proposal must:

1. Present a coherent statement of how project outcomes directly address a documented need that will lead to closing the achievement gap;
2. Describe how need was identified (i.e., detail what kinds of data/information were used to identify the need) and how the key partners were part of a collaborative decision-making process;
3. Articulate well-defined, measurable outcomes that advance specific components of the diversity and equity goals designed to close the achievement gap;
4. Clarify how activities designed to meet stated outcomes are grounded in research;
5. Have the potential to be replicable at other institutions;

6. Employ sound evaluation measures;
7. Identify how project activities/outcomes could be sustained beyond the life of the grant (e.g., external funding potential, institutionalization of project through internal reallocation, etc.); and
8. Have the endorsement of the Provost, including a letter explaining 1) how the project will further the institution's strategic directions for diversity, equity and excellence; and 2) a commitment to provide a campus match of the funding.

Proposal Components

- I. **Cover Page.** Please use the attached form.
- II. **Abstract.** Maximum length: one double-spaced page.
- III. **Project Narrative.** Maximum length: ten double-spaced pages, with a minimum 12-point font. Please note that reviewers will evaluate proposals based on these sections. The narrative **must** include the following sections:

- A. **Statement of Need/Problem.** The proposal must clearly describe a problem/issue/challenge related to closing the achievement gap, and detail how the problem/need was identified (e.g., identify source of data/information used).
- B. **Description of Project Outcomes and Activities.** Clearly identify the intended outcomes of the project and describe the relevant activities consistent with each of these outcomes. Outcomes should be specific, measurable, attainable, and timely. As appropriate, applicants should identify the research or evidence base that helped inform the outcomes and/or activities selected.

In this section, discuss how the proposed project will relate to and enhance existing efforts on your campus. If applicable, describe the innovative and/or experimental nature of the project. Describe the nature of and reasons for the specific collaborative partners (i.e., describe how partners will enhance activities associated with planning, implementation and evaluation).

Proposals should specify how the outcomes and related activities would serve to close the achievement gap and advance institutional change that fosters access and excellence for historically underrepresented populations.

The narrative should be organized so that the reviewers are clear about the overall outcomes of the project (i.e., what you will present as your final documented accomplishments) as well as the incremental indicators or benchmarks of success and relevant activities for each year of the project.

- C. **Assessment/Evaluation.** Each outcome detailed in section B must be assessed using quantitative and/or qualitative methods and associated activities must be evaluated. In this section, identify the methods and tools you will likely use. Successful proposals will

reflect sound quantitative and/or qualitative research methodologies (i.e., participant perceptions **are not sufficient** for documentation of outcomes or evaluation of the quality of activities). The use of an external evaluator (ideally, an expert external to the home institution) is highly encouraged and may be supported by project funds. It is appropriate to indicate that new tools may be developed; however, please provide general information regarding any proposed methods or tools.

- D. **Work Plan Overview.** Complete the work plan overview template. The attached form **must** be used for all proposals. Please do not use your own form. This work plan should be a coherent summary of your project. For **each of the project outcomes** identified in section B, you will need to:
- *List the major activities that will advance the stated outcome*
 - *Identify a projected starting date for each activity*
 - *Identify who will have the lead responsibility for each of the major activities (name and title/affiliation) and;*
 - *Describe how you intend to document the effectiveness of the activities (evaluation) and outcome attainment (assessment).*
- E. **Logic Model.** In addition to the work plan overview, you must also include a logic model, a visual representation of how you intend to carry out your proposed work. In particular, we will be examining your logic model to see how it links the outcomes of your proposed activities with your evaluation and assessment methods. The logic model will also reveal the guiding presumptions and understanding of the gap and its root causes. Please see the Kellogg Logic Model for a full introduction to logic models.
- F. **Sustainability.** Identify the specific strategies you will take to increase the likelihood that the activities/project outcomes will be sustained beyond the grant cycle (e.g., actions to secure other external funding; institutionalization of project through internal reallocation; etc.).
- G. **Dissemination.** Describe how you plan to communicate your progress and outcomes to advance institutional learning with the emphasis within your institution and the UW System. Plans to share with other community and higher education peers may also be included. Grant recipients must develop and maintain a website of project activities. Project web pages will be linked to the UW System Office of Equity, Diversity, and Inclusion website at <http://www.uwsa.edu/edi/home/index.htm>.

IV. Budget and Budget Narrative. The attached budget form **must** be used for all proposals. We ask that you not use your own form. **Institutional matches are required.** Financial commitments are preferred. However, requests for in-kind matches will be considered with appropriate justification.

You **must** also include a budget narrative whose maximum length should not exceed two pages, double-spaced. Clearly describe and justify each item of the budget in relation to the proposal. For example, if you include release time for faculty and/or staff, explain their activities during the funding period.

Funds may be requested for the following expenses:

- UW faculty/staff release time, overload, or summer contracts, excluding fringe benefits;
- Compensation for collaborative partners (e.g., consultants, PK-12 teachers) for such activities as program development, planning and instruction (contract buy-out, overload, or substitute teachers). Do not include fringe benefits for non-UW employees;
- Student help, graduate assistants;
- Travel to regional or national meetings where outcomes, programs, processes, and practices of a funded project are shared or disseminated with a wider audience; and
- An external evaluator.

Applicants are highly encouraged to work with their campus research administrative office to ensure that their budget is accurate and aligned with the narrative and that all proposed funding items are allowable.

V. Vitae. For the project director or principal investigator only, please provide a **condensed, one-page** curriculum vitae.

VI. Provost Letter of Endorsement and Commitment to Campus Match.

VII. Additional Letters of Support (optional).

Review Process

A review team consisting of representatives from UW institutions and UW System Administration will assess the proposals and make funding recommendations to the Senior Vice President for Academic Affairs, UW System Administration. Individuals and institutions will be notified on or around **June 17, 2011**, with the results of the review process.

Forms and Reports

All forms will be available at the following URL: <http://www.uwsa.edu/edi/grants/index.htm>

COVER PAGE

UNIVERSITY OF WISCONSIN SYSTEM
2011-2012 Diversity Grant Program
*Closing the Achievement Gap: Promoting Institutional Change to Foster Access and
Excellence for Historically Underrepresented Populations*

Please include a signed cover page with your electronically submitted proposal. If you are not able to include the signed form, please fax the form to the attention of Chris Navia at 608-263-2046 by **April 15, 2011**.

INSTITUTION:	AMOUNT REQUESTED:
PROJECT TITLE	
PRINCIPAL INVESTIGATOR:	TITLE:
DEPARTMENT:	PHONE:
	FAX:
ADDRESS:	E-MAIL:
OTHER INVESTIGATORS: (Names, Titles, Affiliations)	
ONE-SENTENCE PROJECT DESCRIPTION:	
Institutional Approval: _____	
Institution:	Provost/Vice Chancellor
	_____ Grants Administrator

Electronic submission of proposals should be sent to: OADD@uwsa.edu

University of Wisconsin System Diversity Grant Program Closing the Achievement Gap: Promoting Institutional Change to Foster Access & Excellence for Historically Underrepresented Populations 2011-12 BUDGET FORM			
PROJECT TITLE:			
CATEGORY:			
INSTITUTION:			
PERSONNEL SALARY			
*Identify Personnel in Budget Narrative			
1	Faculty and Academic Staff:		Cost to Institution
2	Classified Staff:		
3	Limited Term Employee:		
4	Research and Grad Assistants:		
5	Student Workers:	Hours: _____ Hourly Rate: _____	
6	Other (i.e., Guest speakers, Consultants, etc):	Total: _____	
		Personnel Salary Sub Total:	
EQUIPMENT/SUPPLIES & EXPENSES			
Briefly identify items. Justify each in Budget Narrative detailing travel (i.e., mileage, meals, lodging)			
1	Equipment:		
2	Supplies & Expenses:		
3	Other (describe):		
		Supplies & Expenses Sub Total:	
		PROJECT FUNDING TOTALS:	

Closing the Achievement Gap: Promoting Institutional Change to Foster Access and Excellence for Historically Underrepresented Populations

**2011-12 Work Plan Overview
Sample**

This form will provide an overview of the detailed information provided in your narrative. The following “sample” is provided for clarification. A blank template is also included. Please be sure your narrative and your work plan overview agree. Note: It is possible to have a single major outcome for your project.

Please forward electronic submissions including all application materials to: OADD@uwsa.edu **on or before April 15, 2011.**

For each project outcome, please provide the following:

Outcome Statement and Assessment:

This should be a brief statement, written in sufficient detail to provide the reader with a clear understanding of what you hope to accomplish over the course of your grant towards closing the achievement gap and how you will assess outcome attainment. Example: Outcome - A four-day intensive Multicultural Curriculum Infusion Professional Development workshop to support faculty as they infuse course syllabi with discipline-specific content that incorporates diversity and multicultural inclusion. Faculty will engage in conversation, personal reflection, study and syllabus revision, all in collaboration with other faculty colleagues and guest experts. Academic departments targeted include Education, Mathematics, Engineering and Business. Assessment - Will include student surveys, classroom observation, and interviews of faculty in departments that made curricular and pedagogical changes. Baseline data will be established prior to the workshop through pre-workshop surveys and interviews. Post-workshop surveys and interviews will also be conducted. Student learning outcomes will be assessed after curricular and pedagogical changes have been made through measures and tools to be developed with an outside evaluator.

Project Activities	Timeline	Participants	Evaluation
<i>Describe the significant activities that you will implement to meet each intended outcome.</i>	<i>For each activity, include the anticipated initiation dates.</i>	<i>For each significant activity, identify the key participant. Include names if known, and title/affiliation.</i>	<i>Detail, as much as possible, what methods you will use to evaluate the quality/ effectiveness of each activity</i>

Closing the Achievement Gap: Promoting Institutional Change to Foster Access and Excellence for Historically Underrepresented Populations

**2011-12 Work Plan Overview
Template**

Institution _____ **Amount Requested** _____

Principal Investigator _____

Project Title _____

Outcome Statement and Assessment:

Project Activities	Timeline	Participants	Evaluation

Preliminary Logic Model – Tucson GEAR UP Project

