

Deadline extended to September 15, 2021

Individuals who are prepared to submit their proposals this Friday, especially those with project start dates before 9/15, are encouraged to still submit their proposals as soon as they can. We will review proposals with early start dates on a rolling basis.

There have been some questions about the proposal's required evaluation component. Based on NTID community's recent feedback, the OAVPDI has decided to apply the Community Based Participatory Research (CBPR, see Barnett, Cuculick, Dewindt, Matthews, & Sutter, 2018) approach to project evaluation. In addition to having an external collaborator(s) with experience in antiracism scholarship and involve deaf and hard of hearing BIPOC students, project teams are also to develop a small advisory board of primarily BIPOC members who are deaf, hard of hearing, and/or work with the deaf and hard of hearing community. Every 6 months, until project completion, the team will be required to present their work to their own advisory board and the board will be asked to write a brief letter on the project's progress to NTID OAVPDI to confirm that the project is on track and moving along appropriately or to provide recommendations for changes.

RIT/NTID ANTI-RACISM SCHOLARSHIP FUND

PURPOSE: The Office of the RIT/NTID President and the Office of the Assistant Vice President of Diversity and Inclusion (OAVPDI) have jointly established a \$75,000 Anti-Racism Scholarship Fund as part of the RIT/NTID Anti-Racism Plan. The funding will support up to five projects with budgets of \$15,000 or less, and durations of up to 2 years. **All RIT/NTID faculty and staff are eligible** to apply for this funding as long as they have support from their supervisors that their project can be a part of their plan of work. Applicants are encouraged to include BIPOC students as active members of the project team. There are two project types:

- 1. Anti-Racism Scholarship Projects.** These projects must be described in reference to one of RIT's definitions of scholarship (discovery, application, integration or pedagogy; see RIT's Policy and Procedures Manual, Section E4.4a). Funding may cover a variety of expenses, for example, collaboration fees, data collection costs, transcription fees, equipment costs, art and photography exhibition costs, and time release to write and disseminate research. The intended impact of the project must be described along with a dissemination plan, including presentations at professional conferences and manuscripts submitted to peer reviewed journals.
- 2. Anti-Racism Instructional Projects.** The intended purpose of these projects is to "make a difference" in the educational experience of deaf and hard of hearing students, as well as hearing students enrolled in RIT/NTID programs. Examples include instructional projects focused on diversity, equity, and inclusion; development of anti-racism workshops for RIT/NTID faculty, staff, and/or students or external audiences. A description of the project's evaluation plan is required.

Proposals must describe how the project will support RIT/NTID's anti-racism plan. All proposals are strongly encouraged to include external (to RIT/NTID) collaborators who have a track record of diversity, equity, and/or inclusion scholarship. The inclusion of NTID students, particularly BIPOC students, in projects is expected. The NTID Office of the Associate Dean of Research (OADR) will also provide fiscal oversight and support to project principal investigators.

TIMELINE:

May 14, 2021	Proposals due
July 15, 2021	Committee Recommendations Due
August 13, 2021	Final decision made by OAVPDI
August 23, 2021	Projects' funding begins

QUESTIONS: Contact Peter Hauser, Assistant Dean for Faculty Research Mentoring, NTID Office of Diversity and Inclusion, email: peter.hauser@ntid.rit.edu

SUBMISSION: Please send completed proposals, following the proposal preparation guidelines, to Christan Monin, Senior Staff Assistant, NTID Office of Diversity and Inclusion, via email at cmmnod@rit.edu

PROPOSAL PREPARATION

1. **Cover Page:** One page maximum. Please specify (in this order):

Project Title:

Principal investigator:

Project start and end dates. The earliest start date is August 23, 2021. Start dates later than December 31, 2021 must be justified in the project narrative.

List of all project team members, other than the PI. Note each person's name, title or rank, department, college/institution, and role on the project (e.g., co-PI, investigator, external consultant, mentor). Student assistants also should be included. If student assistants are "to be named" later, note that. Name names of the external (to RIT/NTID) collaborators who have a track record of diversity, equity, and/or inclusion scholarship needs to be included in the list.

2. **Abstract:** 400-word maximum. State the problem that the project will address how it relates to the NTID anti-racism plan, summarize its goals and objectives, the methodology to be used, and the expected outcome(s).

3. **Project Narrative:** *Five* pages, maximum, including:

Significance: Describe the problem or issue to be addressed (in greater detail than in the abstract), explain how the project addresses this problem/issue, and how the project is innovative. Include appropriate literature citations. (Suggestion: ~ 1 page.)

Goal(s) and objectives: Clearly identify the goal(s) and specific objectives of the project. Goals are "target outcomes" whereas objectives are "steps that will be accomplished to achieve that outcome." Offering only one goal is fine; sometimes there are two or more. Usually, several (or many) objectives should be specified as leading toward each project goal. (Suggestion: ~ 1 page.)

Methodology: Describe in detail the methodology to be employed and why it is appropriate to the goals/nature of the project. (Suggestion: ~ 2 pages.)

Project timeline: Present this in a table. List key project tasks, the person(s) responsible for each task, and the target date for completion of each task. (Suggestion: ~ 1/2 page.)

Evaluation plan: Explain the methods that will be used to evaluate the success of the project, both while it is ongoing (formative evaluation) and when the project is complete (summative evaluation). This section should be organized in terms of the specific goals and objectives of the project and the expected outcomes. As a part of the evaluation plan, progress reports will be expected to be given to the OAVPDI and presentations will be expected to be given to the NTID Advisory Group. (Suggestion: ~ 1/2 page.)

References cited: No page limit. Please present citations in discipline-specific format (e.g., APA, ICMJE MLA, Chicago, Turabian, IEEE citation styles).

Biographical sketches: Provide a biosketch for the PI, other RIT/NTID personnel, and the external collaborator (if any). Limit each biosketch to three pages or less. Biosketches should include details of the person's education, professional positions held, current and past grants they have worked on (and their role), relevant publications, and awards or other achievements related to their role on the project. Include official external funding agency biosketch instead if preferred such as an NSF or NIH biosketch.

External collaborator's letter of commitment: this letter must demonstrate the collaborator's understanding of the proposed project and specify the type(s) of support they will provide to the PI (especially) and the project team (as appropriate). The frequency of the collaborator meetings with the PI should be noted.

Budget: Eligible budget items include: percent effort on plan of work, faculty course buyouts (as approved by their department chair), summer salary, "special assignments" (payments to RIT faculty and professional staff for work that is beyond their normal duties), student wages, consultant expenses, temporary employees, professional services (e.g., transcription, captioning), supplies, travel, honoraria, publication costs, and other project costs. Equipment can be purchased only if required for the project and is subject to RIT/NTID capital equipment and other related policies.

Budget Justification: No page limit. Detailed justification for all items in the project budget *must* be provided.

PROPOSAL REVIEW PROCESS AND CRITERIA

Each proposal will be reviewed by a panel whose members are not associated with the particular application under review. The panel members will, first, independently review and score each proposal according to the criteria below. Then, in a group meeting, the panel(s) will discuss each proposal and vote on their funding recommendations. (Applicants may be asked to revise and resubmit their proposal or clarify aspects of the proposal before the panel makes its final recommendation.) All applicants will receive a written summary of their proposal's review, whether or not the project is funded.

The specific review criteria are described below. *Applicants should study these criteria and their associated point values carefully when writing their proposal.*

1. (20 points) **Significance:** The project idea is based on evidence, but also is innovative. The project supports the RIT/NTID Anti-Racism Plan's recommendations and most likely will have a positive impact on BIPOC individuals.
2. (20 points) **Goals and Objectives:** The project goals and objectives are clearly stated, logical, and achievable within the project time frame and budget.
3. (30 points) **Methodology:** The methodology is clearly explained and appropriate to the project. The methodology will likely lead to achieving the stated goals and objectives.
4. (5 points) **Timeline:** The timeline is specific in terms of project objectives, target dates, and responsible parties.
5. (15 points) **Evaluation Plan:** Appropriate measures for successful project completion are identified.
6. (10 points) **Project Team:** The project team is well qualified to achieve the goal(s) of the proposal. Projects involving students and/or collaborators outside of NTID will score higher in this category.