

**Equity, Diversity, and Inclusion Fellowship Proposal Guidelines**  
**Full Project Proposal Guidelines**

**\*PLEASE NOTE THAT PROPOSALS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED.**

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**Page 1**                      **Project Cover Page (including chair's signature), and 100 word abstract**

**Pages 2-6**                    **Proposal Narrative (limit to 5 pages or less)**

1. **Purpose and Significance:** Provide a clear, concise statement of the purpose and significance of the project. It should tie directly to the A&S Inclusive Excellence Plan and Success by Design.
2. **Review of Literature:** Proposals should include an appropriate, up-to-date review of the literature and cited sources.
3. **Expected Outcome(s):** Articulate desired results of the project and fully explain how they will be assessed.
4. **Procedure:** Describe how you will organize and run this project. Explain the plan in as much detail as possible.
5. **Timeline:** Provide a detailed timeline of the project. Include anticipated start and end dates as well as any expected milestone dates across the project period. While the project may begin before the notification of award date, **expenses incurred before notification of the award are not reimbursed.**
6. Confirmation of IRB policies (if applicable):
  - a. If the project involves research with human subjects, you must obtain approval from the Institutional Review Board (IRB) before you receive award funds.
  - b. Please include a statement that you understand and will follow these regulations. Your timeline could be delayed since funding is not released until you receive proof of IRB approval. Policy and forms for IRB may be viewed at <https://inside.nku.edu/rgc/research-compliance.html>.
7. **Other Support or Commitments:** Identify supplemental funds that you have received or may receive from NKU and/or other institutions/sources (both committed and applied for). If a project involves another college, and funds are required, then that college will need to demonstrate substantial financial contribution with a letter of commitment from the chair and dean.
8. **Budget Justification:** Provide a detailed budget justification for the items listed in the budget form.
9. **Personnel Information:**
  - a. Faculty: Provide a description including research, creative activity, education, teaching, and other experience pertinent to the project.
  - b. If applicable, student(s): Provide a description of relevant education, experience, and credentials related to the project for each student.
10. **References Cited:** Include only the references cited in the proposal narrative. Please limit to one-half (½) page.

**Page 7**                      **Budget (submit form provided "Proposed Budget")**

**Maximum budget allocation is \$15,000.** Each submitted budget must conform to these guidelines or it will not be reviewed. Budgets should be realistic and based on project goals and an understanding of sustainability expectations. The number of high dollar awards will be limited.

1. Reassigned time request for during the academic year may not exceed two courses (6 credit hour equivalent) per year per faculty member with the maximum in total requests being four courses (12 credit hour equivalent). Each 3 credit hour equivalent should be estimated at \$2,500.
2. Faculty summer stipends and student stipends are allowed when work must be accomplished over the summer. Stipends must include FICA taxes.
  - a. Maximum faculty stipend is \$2,500 to be paid during summer months, which includes FICA taxes. If two or more faculty collaborate, then the combined total stipend and FICA may not exceed \$2,500.
  - b. Include the number of weeks estimated for summer effort per faculty member.

- c. Include the hourly rate paid to the student as well as the estimated number of hours and the number of weeks. The allowable student stipend rate is between \$8 to \$12/hour. For example, *Student #1, Jane Doe: 10 hours/wk X \$11/hr X 24 weeks for \$2,640*
3. **Materials and supplies**
  - a. Include estimated cost of each item over \$100 requested. It is acceptable to combine like items – NKU binders for \$125.
4. **Travel**
  - a. Include estimated travel costs per person for transportation, lodging, food, and other pertinent costs.
  - b. All planned travel must conform to NKU travel policies.
5. **Other**
  - a. Include a description and estimated cost for each item in this category.

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**Faculty Vita:** Abbreviated 1-2 pages (maximum length) emphasizing principally those experiences and qualifications central to this particular project.