



Synopsis of Program

A central aim of the SU-ADVANCE program is to promote innovative programs that promote equity and inclusion for all faculty. Department/Center Mini-Grants will be awarded to academic departments or research centers based on proposals that address this goal.

Financial support is available for travel, honoraria, consultant fees, conference hosting, or related costs associated with the general activity of building a network of relationships among women scientists and engineers; providing direct support to women faculty; or promoting an understanding of diversity and inclusion among faculty. Examples of possible activities include, but are not limited to:

- engaging in travel targeted toward future recruitment
- showcasing the work of a senior woman scientist or engineer from another University through an on campus visit
- developing or sustaining a formal mentoring process for women faculty
- programming activities to reduce isolation for women faculty
- funding for informal gatherings to discuss work-life issues
- hosting a series of sessions with a professional organizational development specialist
- scheduling a panel or mini-symposium on strategies for creating an inclusive environment

Useful Information

Successful proposals will include information about prior needs assessment activity, if any. Preference will be given to plans that are developed in response to recommendations from assessment activities undertaken in the past or that otherwise are designed to address demonstrated need. Programs should be designed to address department- or center-specific challenges; nonetheless, activities should be transferable to other units with similar challenges with little adaptation.

Information on programs that support equitable and inclusive departments is available. Relevant articles and other resources are available from SU ADVANCE. The Executive Director and Program Director are also available to discuss opportunities and directions as needed. For more information about SU ADVANCE please go to our website at suadvance.syr.edu.

Amount Awarded

Approximately 3 to 5 awards will be funded from an annual total of \$15,000 per year. Proposals with matching funds from the department/center or other sources will be given priority consideration. Guidelines for expenditures for federally funded awards apply to this program. With that in mind, requests for funding associated with the costs of food must be reviewed by the SU ADVANCE Executive Director and the Office of Sponsored Accounting. Requests for payment or reimbursement submitted ninety days or more after the costs are incurred may not be honored. International travel is permitted only under certain circumstances. Funds cannot be used to offset salary or fringe benefit costs, or to reimburse participants for childcare.

Eligibility

The list of STEM departments eligible to apply for mini-grants is given below. Multiple proposals may be submitted by a department or center. Department Chair or Center Director approval (via attached email or cover letter) is required for each proposal.

Departments: Biology, Biomedical and Chemical Engineering, Chemistry, Civil and Environmental Engineering, Communication Sciences & Disorders, Earth Science, Electrical Engineering and Computer Science, iSchool, Mathematics, Mechanical & Aerospace Engineering, Physics and Psychology. Research centers and institutes associated with these departments may also apply.

Due Date for Proposal

Proposals are reviewed each semester (including summer). Applications are due by the last week of classes during the semester immediately prior the term in which the funds will be used.

Proposal Outline

Proposals should be no longer than two pages following the outline as follows:

- Key contact person(s) with contact information (email and telephone)
- Departmental challenge(s) to be addressed along with any relevant background.
- Description of the strategy to be used to address the challenge(s).
- Management plan (who will do what to ensure that the plan is carried out?)
- Expected outcomes, with information about demonstrating impact.
- Budget and identification of any matching funds (matching funds are not required)
- Signed statement (an email can be substituted) by department chair or center director that he/she supports the goals of the proposal.

Please submit your proposal as a single Word or PDF file. Submit your request electronically to icc@syr.edu.

Review Criteria

Proposals which demonstrate careful analysis, are likely to result in the improvement of the working climate in the proposing department/center for women STEM faculty (including women from underrepresented minority groups and women with disabilities), and that have clear methods for evaluating impact are most competitive.

Follow-Up Report

For each funded proposal, a short report (a page or less) will be expected a year from the proposal submission date which explains how the funds were expended along with a status report on progress towards expected outcomes. In addition, by accepting funding, the proposer/contact person also agrees to participate in SU ADVANCE evaluation activities.

For inquiries, please contact Marie Garland, Executive Director for SU-ADVANCE at 443-0362 or mgarland@syr.edu .