To the AS&E Faculty and Staff:

The AS&E Diversity Fund Committee is now accepting proposals for the AS&E Diversity Fund for events/programs for the Spring 2015 semester. The fund is intended to support proposals from faculty, staff, or faculty/staff collaborating with students that focus on issues related to social justice, diversity, and campus social climate that will enhance our campus community in lasting ways. In particular, we are interested in funding programming that brings together members of the Tufts AS&E community for cross-group dialogue and substantive interaction that might not otherwise occur. By “group” we refer to individuals of different demographics and social identities; departments, programs, centers, and organizations; and/or individuals with different roles on campus (e.g., students, faculty, and staff).

We are currently seeking proposals for initiatives to take place during the Spring 2015 semester. The deadline for proposals is Wednesday, November 26, 2014. There will be a separate call for proposals during the Spring 2015 semester for future programming. The Diversity Fund usually does not fund requests for more than $5,000; awards in the $2,000 range or under are more typical.

We look forward to receiving creative ideas that will enhance our campus community in lasting ways. If you have questions in anticipation of the funding deadline, please contact Jillian Dubman, Secretary of the Faculty for AS&E (jillian.dubman@tufts.edu). Before submitting a proposal, PLEASE READ BELOW for the criteria and priorities of the Diversity Fund:

1. **Intended focus.** Proposals should focus on issues related to social justice, diversity, and campus social climate that will enhance our campus community in lasting ways.

2. **Fostering engagement and collaboration.** Whether this is among an existing group or groups or it is an effort to generate new collaboration, the goal of this fund is to prioritize efforts aimed at strengthening knowledge and awareness within the Tufts community about issues of diversity, social justice, intersectionality, and/or campus climate.

3. **Potential for impact.** Priority will be given to proposals that explicitly articulate the intended impact of the programming for the AS&E community, a plan for accomplishing it, and a plan for assessing it. The committee looks most positively upon proposals that effectively answer the following questions: 1) What are the specific social or campus changes you seek to accomplish with your event? 2) How do you plan to accomplish them? 3) How will you know if you have accomplished them—that is, what is your plan to assess your accomplishments? 4) How is this proposal connected to the greater landscape of programming related to social justice, diversity, and campus social climate that occurs on campus?

We look forward to hearing from you.

*Members of the AS&E Diversity Fund Committee*

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<tr>
<th>Amahl Bishara, Assistant Professor, Anthropology</th>
<th>Margery Davies, Associate Dean of Faculty Affairs for AS&amp;E</th>
<th>Pawan Dhingra, Professor and Chair, Sociology</th>
<th>Steph Gauchel, Director, Women’s Center</th>
<th>Natalie Masuoka, Associate Professor, Political Science</th>
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<td>Daniel McCusker, Sr. Lecturer, Drama and Dance</td>
<td>Mary Pat McMahon, Dean of Student Affairs</td>
<td>Darryl Williams, Associate Dean of Recruitment, Retention and Community Engagement, Engineering</td>
<td>Jillian Dubman, Secretary of the Faculty for AS&amp;E (ex officio)</td>
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November 12, 2014
AS&E Diversity Fund
REQUEST FOR PROPOSALS FOR SPRING 2015

To request funding for events and initiatives to take place in Spring 2015, fill out this form and attach appropriate supporting documents. Send the proposal to asediversityfund@tufts.edu. Before submitting a proposal, read through the Financial and Procedural Guidelines for the AS&E Diversity Fund appended to this announcement. Deadline for proposals: Wednesday, November 26, 2014.

In addition to the criteria articulated on the previous page, please bear in mind the following details when preparing your proposal:

• **Detailed budget.** Proposals should include a detailed budget, indicating that the planners have done research about the estimated cost of relevant factors such as travel, hotel, food, publicity, etc.

• **Honorarium limit.** As a general rule, if a proposed speaker has a regular academic appointment, the maximum honorarium for an activity (speech, meeting with faculty group, etc.) is $500.

• **Publicity plan.** All events should include a publicity plan and estimated cost.

Event Title: ____________________________

List of Co-Sponsor(s) [e.g., departments, programs, centers, offices, individuals]: ____________________________

List of Collaborators: ____________________________

Proposed Date(s): ____________________________

Contact Person: ____________________________

Email: ____________________________ Phone: ____________________________
Program/Project description, purpose and rationale. Please address explicitly the ways in which this project will have an impact regarding social justice, diversity, and campus social climate on Tufts and will bring together different groups. Please describe a detailed publicity strategy and, if relevant, any initial outreach to speakers/performers/participants. If you are inviting a speaker, please include his/her CV or bio. The committee looks most positively upon proposals that effectively answer the following questions: 1) What are the specific social or campus changes you seek to accomplish with your event? 2) How exactly do you plan to accomplish them? 3) How will you know if you have accomplished them—that is, what is your plan to assess your accomplishments? 4) How is this proposal connected to the greater landscape of programming related to social justice, diversity, and campus social climate that occurs on campus? (Please attach separate sheet.)

Basic Budget. Please be as detailed as possible. Also, please note the policy that no admission may be charged for any Diversity Fund-sponsored events. (Attach separate sheet if necessary.)

Amount requested: ____________________________________________________________

Amount requested from other sources, and commitments received (please name). Please update us on funding from other sources as you receive answers to your requests:
__________________________________________
__________________________________________
__________________________________________

Administrative support. If you are planning to ask your department, program, or center to provide administrative support for the planning and organizing of your event/project, please indicate that you have received approval from your department chair, program director, or center director for that support by having him/her sign below.

Department chair, program/center director (please sign below)
__________________________________________

AS&E DIVERSITY FUND/Spring 2015
FINANCIAL AND PROCEDURAL GUIDELINES  
Arts, Sciences & Engineering Diversity Fund – Spring 2015

The Deans of the School of Arts and Sciences and the School of Engineering have established the following financial and procedural guidelines for the AS&E Diversity Fund. In some cases, the guidelines are clarifications of already-existing Tufts University policies. Questions and correspondence about these guidelines should be directed to asediversityfund@tufts.edu to the attention of Jillian Dubman, Secretary of the Faculty for AS&E.

FINANCIAL GUIDELINES
In order to support multiple high-quality events, the AS&E Diversity Fund has established some general guidelines:

CO-SPONSORS:
Contributions from co-sponsors are strongly encouraged for all events.

HONORARIA:
Honoraria for outside speakers and performers can vary widely. A speaker for a single class generally is paid less than one for a community-wide audience; a faculty member from another institution is generally paid less for speaking to academic colleagues than for giving a general public lecture; a speaker/performer with a national reputation often has a higher standard fee than someone who is less well known. The following guidelines should be kept in mind:

1. University policy states that a full-time faculty or staff member whose primary employment is at Tufts University may not be paid an honorarium for giving a talk or presentation at Tufts.
2. People are strongly encouraged to ascertain the standard fee of the proposed speaker/performer and to document that they have worked on negotiating that fee whenever appropriate. People are also strongly encouraged to organize an event so that the speaker/performer does more than give one public lecture, attending a dinner or reception, etc.
3. As a general rule, if a speaker has a regular academic appointment, $500 is the maximum honorarium for an activity (speech, meeting with faculty group, etc.).

MEALS:
Diversity Fund monies will pay for catered receptions, dinners, etc. that are part of the program being funded. While efforts should be made to keep the cost of these events to a reasonable level, the price will vary depending on the nature of the event. In addition, Diversity Fund grants will pay for small groups to go out for a meal with the invited speaker, within the following limits:

1. LUNCH: maximum of $20/person, maximum of 5 people plus speaker.
2. DINNER: maximum of $60/person, maximum of 5 people plus speaker.

TRAVEL AND HOTEL:
Travel and hotel arrangements should be made according to University “Travel Policy and Procedures.” See the Tufts website at: http://finance.tufts.edu/accpay/travel-policies-procedures/
PROCEDURAL GUIDELINES

CONTACTING FACULTY:
If your program is open to the Tufts community, you should contact faculty who are teaching courses that relate to the topic and ask them to invite their students to attend. Over many years, this has been found to be the most reliable way to build an audience for an event. We know that it does not feel good to put a lot of work into organizing a program only to have it poorly attended! In addition, you will be asked to include a list of the faculty whom you contacted when you submit your Report on the program (see below).

ADVERTISING:
In your advertising, please acknowledge the AS&E Diversity Fund as a sponsor. Also, please note that we have a centralized calendar for events at Tufts! All events that receive support from the AS&E Diversity Fund MUST be posted on this calendar, so please don’t forget to submit your event to the Tufts Events Calendar, at http://events.tufts.edu. In addition, for events for which this is appropriate, please post your event on the TuftsLife.com: https://www.tuftslife.com/

REPORT:
After your event/program, please send a written report summarizing it to Jillian Dubman at asediversityfund@tufts.edu. This report must be submitted no later than one month after your activity has ended.

FINANCIAL PROCESSING:
All expenses and supporting documentation associated with your program/event must be submitted to the attention of Jillian Dubman, Office of the Secretary of the Faculty, Ballou 1. This includes Interdepartmental Requisitions, Consultant Payment forms, Travel Authorization/Advance/Expense Report forms, etc. In addition, if there are purchases made on a Tufts purchasing or travel card, please add Jillian Dubman as an ad hoc approver for the expense. We will then fill in the Diversity Fund DeptID and approve the expense. Student organizations should contact Annie Wong of the Office of Campus Life for help with these financial procedures.

Please note: We must receive the summary report on your Diversity Fund-sponsored event/program no later than one month after the activity has ended.

AS&E DIVERSITY FUND/Spring 15 Diversity Fund Guidelines