To the AS&E Community:

We are writing to announce that the AS&E Equal Educational Opportunity Committee is now accepting proposals for the newly created EEOC Fund. The Fund is intended to support proposals that focus on issues related to social justice, diversity, and campus social climate. In particular, we will give preference to new 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 new initiatives to take place during the Spring 2014 semester. Proposals will be accepted by two deadlines: Friday, January 17 and Friday, February 14. Applicants who meet the first deadline will be informed of the status of their request by the end of January. Remaining funds permitting, applicants who meet the second deadline will be informed of the status of their request by the end of February. Please note that a separate funding cycle for AY 2014-2015 will be announced later in the Spring 2014 semester.

We are excited about this new funding opportunity and look forward to receiving creative ideas that will enhance our campus community in lasting ways. If you have questions, please contact the EEOC chairs, Susan Koegel (susan.koegel@tufts.edu) or Sam Sommers (sam.sommers@tufts.edu). Before submitting a proposal, PLEASE READ BELOW for the criteria and priorities of the EEOC Fund:

1. **New initiatives.** The EEOC Fund will prioritize funding to help initiate new programs and events (i.e., as opposed to pre-existing programming).

2. **Fostering collaborations and new connections.** Priority also will be given to proposals that have been generated/sponsored by more than one group, that show evidence of true collaboration, and that expose to new audiences and participants to programming related to the issues of social justice, diversity, and campus social climate (i.e., as opposed to a proposal from an individual department to bring to campus a speaker to present to a small subset of students).

3. **Potential for lasting change.** Priority will be given to proposals that explicitly articulate the intended long-term impact of the programming, a plan for accomplishing it, and a plan for assessing it.

We look forward to hearing from you.

Susan Koegel & Sam Sommers,
EEOC co-chairs
To request funding for events and initiatives to take place in Spring 2014, fill out this form and attach appropriate supporting documents. Send the proposal to Lisa Aufiero, Office Manager for the Office of the Dean of Arts and Sciences, Ballou 3, Medford. Before submitting a proposal, read through the Financial and Procedural Guidelines for the EEOC Fund appended to this announcement. **Deadlines for proposals:** Friday, January 17, 2014 and Friday, February 14, 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.

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**Event Title:** ____________________________________________

**Sponsor(s) [e.g., departments, programs, centers, offices, individuals]:** ______________________

________________________________________

**Proposed Date(s):** ________________________________

**Contact Person:** ________________________________

**Email:** ________________________________  **Phone:** __________________

Program/Project description, purpose and rationale. Please address explicitly the ways in which this project will have a lasting effect on Tufts and will bring together different groups. Please describe a detailed publicity strategy and, if relevant, any initial outreach to speakers/performers/participants. (Attach separate sheet.)

Basic Budget. Please be as detailed as possible. Also, please note the policy that no admission may be charged for any EEOC 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)

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EEOC FUND/AY2013-14 EEOC Fund RFP form – Spring 2014
FINANCIAL AND PROCEDURAL GUIDELINES
Arts, Sciences & Engineering EEOC Fund – AY 2013-2014

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 EEOC Fund. In some cases, the guidelines are clarifications of already-existing Tufts University policies. Questions and correspondence about these guidelines should be directed to: Lisa Aufiero, Office Manager for the Office of the Dean of Arts and Sciences, Ballou 3, Medford, 617-627-3864, lisa.aufiero@tufts.edu.

FINANCIAL GUIDELINES
In order to support multiple high-quality events, the AS&E EEOC 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, and is available for additional activities such as meeting with students in a small-group setting, 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:
EEOC 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, EEOC Fund grants will pay for small groups to go out for a meal with the invited speaker, within the following limits (which are modeled on the limits used for AS&E faculty searches):

(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 EEOC Fund as a sponsor. Also, please note that we now have a centralized calendar for events at Tufts! All events that receive support from the AS&E EEOC 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 calendar under the category “Intercultural/Social Identities”: https://www.tuftslife.com/

AS&E DEANS’ INTRODUCERS BUREAU:
The AS&E Deans’ Introducers Bureau provides a systematic way for the deans to play a role in welcoming the audience and introducing speakers at diversity-related events. Lisa Aufiero coordinates the Deans’ Introducers Bureau. Lisa will get in touch with the organizers of events that are being sponsored in whole or in part by the AS&E EEOC Fund to find out if they would like to have one of the deans play a role in greeting the audience and/or introducing the speaker(s). Please feel free to take the initiative and contact Lisa about your event.

REPORT:
After your event/program, please fill out the Report on the AS&E EEOC Fund Event/Program and send it to Lisa Aufiero. This report must be submitted before the EEOC Fund money will be transferred to your account.

FINANCIAL PROCESSING:
All expenses associated with your program/event should initially be run through the account of your department/program/organization. Do not worry about overspending your account for these events since the EEOC Fund will reimburse you before the end of the fiscal year. As soon as the program/event has taken place and the expenses have been incurred, please send Lisa Aufiero a completed Expense Transfer Entry Form. You should also include copies of forms used to pay, such as Interdepartmental Requisitions, Consultant Payment forms, Travel Authorization/Advance/Expense Report forms, etc. We will then be happy to fill in the Diversity Fund DeptID, approve the expense transfer, and send it to Accounting. Student organizations should contact Annie Wong of the Office of Campus Life for help with these financial procedures.

Expense Transfer Entry Form tips:
• SEND THE ORIGINAL, signed Expense Transfer Entry Form (hard copy). We cannot process email attachments since they lack the original signature.
• Be sure to SIGN ON THE CORRECT LINE. Your account will be receiving a credit; make sure that you sign on the line that reads “(-) Credit account Authorization (Signature).”
• MISTAKES WILL DELAY YOUR REIMBURSEMENT. If you do not send us the original form, or sign on the wrong line, the form will have to be sent again.

Please note: (1) We must receive the Report on your EEOC Fund-sponsored event/program before we process the financial paperwork; and (2) All financial paperwork must be submitted to Lisa Aufiero by May 31 of the fiscal year in which the event/program takes place.

EEOC FUND/AY2013-14 EEOC Fund Guidelines