

Grant Program Name: Visiting Scholar/Artist of Color

Funding Source: **UWL**

I. Introduction

As part of UWL’s vision that diversity is central to providing and maintaining a quality learning environment, UWL endeavors to bring scholars/artists of color to campus through the Visiting Scholar/Artist of Color grant program. The purpose of this program is to increase the exposure and access of the UWL campus community - including students, faculty, staff, and the surrounding community - to the scholarship, creativity, experiences, and perspectives of people of color.

Specific goals of the program include, but are not limited to, the following:

- To increase the UWL campus community’s exposure and access to the scholarship, creativity, experiences and perspectives of persons of color.
- To combat racial and ethnic stereotypes about intellectual ability, academic expertise, and ability to excel in a broad range of disciplines.
- To combat the phenomenon of stereotype threat related to the above stereotypes.
- To increase students’ access to racially and ethnically diverse role models and mentors in a variety of fields.
- To increase UWL’s ability to solicit racially and ethnically diverse applicant pools in future searches for faculty and IAS positions by developing personal networks of contacts.

II. Program Description

All members of the UWL faculty and academic staff are eligible to submit a proposal to bring a qualified individual(s) to visit campus during the academic year. Visits are restricted to the academic year to allow significant interaction with students, faculty and staff by the visiting scholar/artist. Travel costs and honoraria may be requested in the grant application. Proposed projects must involve at least one Academic Department and have the support of the Department Chair.

III. Award Information

- A. Anticipated Type of Award: 2-5 day visits
- B. Project Dates of Award: Fall semester for proposals due in July. Spring semester for proposals due in December.
- C. Estimated Number of Awards: Contingent upon funding availability.
- D. Anticipated Funding Amount: \$1,000 - \$4,000

IV. Eligibility Information

A. Who is Eligible to Apply:

All Faculty members, Instructional and Non-instructional Academic Staff members. Proposed projects must involve at least one Academic Department and have the support of the Department Chair.

B. Policy on Return Visits:

In order to provide as many diverse perspectives as possible, visiting scholars/artists of color who have already received support from the Visiting Scholar/Artist of Color program should not be brought to campus in intervals closer than four academic years.

C. Limit on Number of Proposals per PI:

No limit *per se*, but the number of previously funded Visiting Scholar/Artist of Color proposals by a PI will factor into the award decisions.

V. Proposal Preparation and Submission Instructions

It is recommended that all items be saved in PDF format for easier viewing by the committee. Please verify the links within your Digital Measures grant report work properly before submission.

A. Letter of Intent (if applicable): N/A

B. Full Proposal Preparation Instructions

Digital Measures Entry: Internal Grant Proposals Page

Funding Source: Select "UWL Grant."

UWL Grant Program Name: Select "Visiting Scholar/Artist of Color Program."

Project Title: Provide a self-explanatory title.

Area of Focus: Select all that apply.

Date of Grant Proposal Submission: Enter the date the grant will be submitted. Make note of the date, which is later used to generate the Grant Proposal Report.

Start and End Dates of Project: Enter expected dates of visit.

Current Status: Select "Currently Under Review". You will change this once you receive your letter from the committee at the end of the semester.

Grant Award Letter: Leave this blank. If your proposal is funded, attach your award letter here.

Amount Funded: Leave this blank. If your proposal is funded, enter the amount funded.

Final Report: Leave this blank.

Investigator(s): Designate your role in the project. If there is more than one applicant or project director, add each person, their role, and affiliation (e.g., department, organization).

Amount of Proposal: Enter the total amount being requested.

Additional Funding Sources Applied for: If you have already submitted or intend to submit this project to other internal or external sources, please indicate to whom and when. If

this proposal is part of a larger project, and you are requesting additional funding from other sources, please explain this as well, and specify the amount requested.

Abstract: Leave this blank.

Proposal Narrative: Upload a single document that contains the proposal narrative.

Budget: Upload the completed budget template.

Budget Narrative: Upload the budget narrative.

Revised Budget and Revised Budget Narrative: Leave this blank. If your proposal is funded, you may be instructed to upload revised budget materials here.

Letters of Support: Upload the letter of support from the Academic Department Chair.

Additional Supporting Documents: Leave this section blank.

Approvals: Enter your initials to indicate you will acquire the required approval from your Dean or Division Head prior to submission. See Section V.E. Submission Requirements.

Proposal Narrative

The proposal narrative should be a 1-2 page document that addresses the following:

1. Describe how the proposed visit would meet the goals of the program listed above in Section I.
2. Describe the background of the scholar/artist with a focus on the experiences and/or accomplishments most relevant to the proposed visit.
3. Describe the specific events/activities planned for his/her visit with particular attention to how and when the individual will have significant interaction with UWL students.
4. A statement of support from the Academic Department Chair.
5. A list of previously funded Visiting Scholar/Artist of Color proposals submitted by the PI, including the visit dates, dollar amount, and scholar/artist name.

Proposal Approval Process

The PI is responsible for obtaining approval from the academic department chair and dean prior to submitting an application (see section V.E. Submission Requirements for further instructions). Please note that a department chair has the right to rescind an application that has not received their approval prior to submission.

C. Budgetary Information

An itemized budget request must accompany each proposal. While the committee reserves the right to adjust budgets, it is important that proposers carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative.

Monetary support for scholars/artists will include transportation, honoraria (\$500/day for each day of campus activities, and reception costs (\$200). Lodging and meals will be supported based on the approved per diem rate. Please consult the [UWL Travel website](#) when preparing your budget.

Only the following budget categories may be used for this grant program:

- Travel:
 - Domestic (E1): travel within the United States, lodging, and meals
 - International (E2): round-trip airfare

- Other Costs:
 - Services External (F3): Honoraria
 - Other (F5): Reception costs

Budget Narrative: (not to exceed two pages)

Estimates for transportation costs should be briefly (not to exceed two pages) explained and based on information available at the time of proposal submission.

All project-related spending must be concluded by the following June 30. Note Business Services' deadlines typically require expenditures to be completed several weeks in advance of June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through the Provost Office, and such extensions are extremely rare and must be for extenuating circumstances.

D. Deadlines

All proposals are due to the relevant Dean or Division head one week prior to the deadlines below. All proposals must be submitted to grants@uwlax.edu by the Dean or Division Head by the deadlines below for consideration.

- For Fall semester scholars – second Monday in July by 4:00 pm
- For Spring semester scholars – first Monday in December by 4:00 pm

E. Submission Requirements

1. Upload all proposals materials into Digital Measures and run a “Grant Proposal Report” (in PDF format) in the system.
2. Communicate with the Academic Department Chair to verify their approval of the application and obtain a letter of support.
3. Email a copy of the Digital Measures report to your Dean or Division Head at least one week prior to either the Fall or Spring deadline.
4. By the deadline, the Dean or Division Head emails the Digital Measures report of the approved application to grants@uwlax.edu. Only grants submitted by Deans or Division Heads will be considered for funding.

Please note that an academic department chair has the right to rescind an application that has not received their approval prior to submission.

VI. Proposal Processing and Review Procedures

A. Merit Review Criteria

Proposals will be evaluated based on the extent to which they serve the goals stated in Section I above.

Priority will be given to visiting scholars or artists who identify as members of any of the following groups: African American, American Indian or Alaskan Native, Hispanic/Latino(a) [a person of any race whose ancestors originated in Mexico, Puerto Rico, Cuba, Central America

or South America or whose culture or origin is Spanish], and Asian/Pacific Islander [with an emphasis on Southeast Asians admitted to the U.S. after December 31, 1975, and who are former citizens of Laos, Cambodia or Vietnam, or whose ancestors are or were citizens of these countries]. International scholars and artists of color will be considered.

B. Review and Selection Process

The Deans' Council (consisting of the Academic Deans, Associate and Assistant Deans, Provost, Associate Vice Chancellor for Academic Affairs, and Director of Murphy Library) will review the proposals and award funding.

VII. Award Administration Information

A. Notification of Award

The principal investigator will be notified of the results by the Provost Office following review by the Deans' Council. Review usually occurs 1 – 3 weeks after the proposal deadline.

B. Award Conditions

For grants that are awarded, notification will also be given to the appropriate Dean's/Division Head's office, Department Chair, and the office of Budget and Finance. At this stage, the grant recipients may have to provide an amended budget and/or budget narrative if the award amount is different than the original request.

The Provost Office will generate a contract letter for the Visiting Scholar/Artist and send it to the PI. It is the PI's responsibility to transmit it to the Visiting Scholar/Artist. The PI is responsible for coordinating all aspects of the visit, including completing all required forms, supporting documentation, and university approvals. The Dean's/Division Head's office can provide more information on managing the awarded funds. The Provost Office will make a transfer of funds to the college to cover the costs outlined in the approved budget.

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds granted shall be returned to the university.

Generally speaking, all project-related spending, must be concluded by the following June 30. Please refer to the Business Services [fiscal year end spending deadlines](#), which vary by expenditure type and typically require expenditures be completed several weeks prior to June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through the Provost Office. Note: Approval is not guaranteed, rare, and only granted for extenuating circumstances.

C. Reporting Requirements: N/A

For more information, please contact the UWL Provost Office, 785-8042 or provost@uwlax.edu.