

**Office of the Provost**  
**Racial Justice/Racial Equity**  
Request for Proposals  
Deadline: January 31, 2023

Dear Colleagues:

**In support of the Office of the President's enterprise-wide commitment to Racial and Social Justice, the Office of the Provost announces a request for proposals (RFP) to fund research that broadly addresses Racial Justice/Racial Inequity.**

### **Background**

Societal inequities along racial lines have deep historical and systemic roots and span many areas, including but not limited to education, housing, health, economic security, voting and political participation, and the criminal justice system. Understanding racial inequalities that exist in our society and identifying mechanisms to address them is critical to achieving a more equitable society.

### **Purpose**

This funding opportunity seeks to identify and support research proposals from current, full-time members of the Emory faculty whose research, scholarly efforts, and creative activities address racial justice/racial equity. At Emory University racial justice means making sure our society works for every citizen. Specifically, it is about working toward equity for individuals and groups systematically excluded and disadvantaged in the United States, whether that exclusion has historic origins or stems from current biased practices.

Research projects with racial justice/racial equity as a central theme should be rigorous, impact-oriented scholarship that will effectively contribute to the goal of eradicating inequities in American society.

Possible research topics include, but are not limited to:

- democracy and civil rights
- the potential and limitations of science and technology
- environmental justice and climate change
- global affairs
- the arts as a force for justice
- impacts of racism and discrimination on health and/or biology
- Interventions, improvements, or solutions to address disparities and injustice

Proposals should present compelling ideas for research or scholarly works and must include a clear plan, budget, and budget justification for using these one-time, internal seed funds.

### **Eligibility**

The following faculty are eligible to apply for funding:

- Full-time members of the faculty of any rank from all Emory schools and colleges are eligible.
- Clinical, research or teaching (CRT) track faculty who are eligible to commit time and effort to grant supported activities varies across schools and colleges according to definitions of those faculty roles. Given this variability -
  - CRT faculty must obtain approval to apply for this program.
  - Approval must be provided in writing at the time of proposal submission.
  - Approval to submit should be obtained at the school level from the associate dean of research, associate dean of faculty, or equivalent. (See note in "Approvals" section below.)

### **Budget, Project Duration & Terms of Funding**

- **Standard awards** will cover budgets up to \$150,000 total over a three-year period. (A maximum of \$50,000 per year can be requested.)

- **Where a larger budget is relevant** to the scholarly norms of the research domain, special consideration will be given to a small number of submissions that request up to \$300,000 total over a three-year period. (A maximum of \$100,000 per year can be requested for these projects.)
- All budget requests should accurately reflect the needs appropriate to the scholarly domain.
- Successful proposals will be supported via annual financial distributions over the three-year project period. Funding in Years 2 and 3 will be dependent upon sufficient progress and achievement of proposed milestones.
- *Number of Awards:* to be determined.
- *Expiration of Funds:* All funds must be expended by the end of the project period. Annual carry forward of unexpended funds with the total project period is permissible. Funds not expended within the total project period will be recovered by the Office of the Provost.
  - When necessary and well-justified, no-cost extensions (NCEs) beyond the project period will be considered to allow for the completion of proposed activities and the expenditure of remaining funds. One-year NCE requests are formally submitted to Kimberly Eck, Associate Vice President for Research, at [kimberly.jo.eck@emory.edu](mailto:kimberly.jo.eck@emory.edu). The request includes a report of progress achieved and milestones achieved, and how the one-year extension will guarantee completion of the proposal and expenditure of remaining funds.
- *Use of Funds:*
  - Funds **may** be used for activities directly related to the research, scholarly, or creative activities. This includes salaries and benefits for undergraduates and research trainees (graduate and professional students, postdoctoral trainees). The inclusion of students and trainees is encouraged. Funds may also be used for supplies, equipment/facility recharge, travel, etc., each as relevant to and appropriate to the proposed project.
  - Funds **may** be requested to support course release from those schools that support such mechanisms. **However**, any budget requests for course release must be supported in writing by the associate dean of faculty or associate dean of research. Written support for the same must be included with the application at the time of submission.
  - Funds **may not** be used for faculty salary, administrative staff, seminar speakers, or conferences.
- Consultant costs may be considered with appropriate justification.

## Timeline

- RFP Published – **by December 15, 2022**
- Proposals due in Emory’s InfoReady system - **January 31, 2023**
- Review Period – **February 2023**
- Proposal Award Notification – **March 10, 2023**
- Tentative Project Start Date & Commitment of Year 1 Funds – **April 7, 2023**

## Submission Instructions

*Submission via Emory’s InfoReady system:* To apply to this seed grant program, please submit your proposal within InfoReady, Emory University’s internal competition software, by the deadline noted above. The lead/contact PI must login to the InfoReady System to submit the proposal, regardless of the leadership structure of the team.

This program’s InfoReady submission portal can be accessed here:

<https://emory.infoready4.com/#manageCompetitionsDetail/1888679>

*Proposal formatting:*

- Use 8 ½" x 11" paper
- Provide at least one-half inch margins (top, bottom, left, and right) for all pages
- Use font size of 11 points or larger in Arial or Calibri
  - smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when the page is viewed at 100%
- Use black as primary text color
  - color text in figures, graphs, diagrams, charts, tables, footnotes, and headings is

acceptable

*Proposal requirements:*

1. **InfoReady Submission Form(s):** indicating the title of the project, faculty involved, faculty role in the project, faculty member's school(s) and department(s) and contact information. (Access link below.)
2. **Abbreviated CV or Biosketch**, as appropriate. Limited to 5 pages for each individual.
3. **The Project Strategy** (5 pages maximum following formatting requirements)

**Page 1. The Idea**

- What is the idea?
- Why is it important, compelling, impactful?
- Why is the idea transformative for Emory?

**Page 2. The People**

- Why is this the individual or team to do it?
- What established credibility does the individual or team have to pursue the idea?
- How will graduate and undergraduate students, postdocs, and/or fellows be incorporated into the project?

**Page 3. Outcomes, Milestones, and Deliverables (OMD)**

- What are the year 1 OMDs?
- What are the anticipated 3-year OMDs?
- What is the expected impact of the project beyond the initial funded period? What happens after year 3?

**Page 4. Sustainability** (See additional details below.)

- Are there plans to sustain the project after the 3<sup>rd</sup> year? If so, please be explicit.
- Does the proposal lend itself to Foundation or Federal/State funding? Please describe *specific* funding opportunities relevant to the scholarly domain of the idea.
- If the proposal lends itself to philanthropy, please clearly state the case.

**Page 5. The Budget.**

- Provide budget details over the 3 years of the project.
- Uses of the funds must be compatible with school and university policies.
- Budget expenses should be primarily or totally be spent at/through Emory.

Questions can be directed to Sr. Vice Provost Lanny S. Liebeskind at [chemLL1@emory.edu](mailto:chemLL1@emory.edu) (cc'ing Erica Pitre, Sr. Project Specialist, [erica.elaine.pitre@emory.edu](mailto:erica.elaine.pitre@emory.edu)).

**Approvals Required for Submission**

- Approval of Faculty Member Eligibility to Submit. As noted above, all full-time faculty, of any rank, are eligible to apply. However, faculty eligibility to commit time and effort to grant supported activities varies across Emory's eight schools and colleges, with different cultures and practices. For example, some require Dean's Office/Department Chair line of sight awareness and approval of changes to teaching and research effort allocations that are outside of school- or college-based norms. To accommodate this variability across schools and colleges, *those applicants who are CRT faculty should obtain pre-approval to apply.* If applicable, written documentation of such approval must be obtained and uploaded into the InfoReady system where indicated.
  1. For ECAS, SOM, Nursing, Oxford, GBS, Candler, and Law CRT applicants, please ensure eligibility approval from your cognizant Associate or Vice Dean of Faculty, Associate Dean of Research, or equivalent.
  2. All RSPH faculty (CRT and tenure track) are pre-approved per Executive Associate Dean Marsit
- Requests for Funds to Support Course Release. Written documentation of such approval must be pre-obtained from your Associate Dean of Faculty and uploaded into the InfoReady system where indicated.

**Sustainability / Post-Project External Funding Strategy**

- It is recognized that projects in the humanities or the arts may have terminal outcomes like the production of a book or a work of art. In other scholarly domains, extramural funding and/or

mechanisms that address sustainability of the project after the seed-fund award period closes have relevance.

- If relevant to the scholarly domain, sustainability can be achieved in a variety of ways both internal to Emory (school/unit-based on-going support) and external to Emory and should make sense for each school's practices. Examples of external sustainable funding include extramural federal funding, foundation grants to individuals or via center grants (providing both direct and indirect funding), training grants in appropriate fields, and philanthropic support.
- Support and guidance on incorporating sustainability through extramural support can be provided through the Office of the Sr. Vice President for Research. The Office of Corporate and Foundation Relations can assist in guiding applicants towards foundation-based funding opportunities.
- Some ideas may have a strong, credible path to sustainability using, in part, philanthropy. Chosen proposals may have opportunity for coaching through Emory's Development team to craft a philanthropic pitch and find and engage with philanthropic donors.

### Review Process

- An *ad hoc* review committee comprised of Emory faculty members will be convened by the Office of the Provost to evaluate and review the proposals.
  - The Committee will *recommend* to the OOTP leadership team those proposals that are sufficiently compelling and impactful to warrant central investment.
  - The OOTP leadership team will discuss the ad hoc committee's recommendations and will choose the projects to fund.
  - Proposals not chosen for funding will be shared with the Office of Corporate and Foundation Relations to identify potential external funding opportunities.

### Review Criteria

Proposals will be evaluated based on the following criteria:

1. **Merit, Significance & Innovation:** Is the proposed project innovative and unique? Why is it important, compelling, impactful?
2. **Project Team:** Is the individual or team proposed for the project an appropriate fit for the work? What established credibility does the individual or team have to pursue the idea? If appropriate to the proposed work, are graduate and undergraduate students, postdocs, and/or fellows incorporated into the project effectively?
3. **Feasibility and Approach of Outcomes, Milestones, and Deliverables (OMD):** Is the proposed project appropriate for the call's mission? Will the methods and/or produced works achieve the objectives of the project? Are adequate resources included in the proposal? Are the year-over-year OMDs appropriate for the proposed work?
4. **Sustainability:** Where relevant to the scholarly domain, the reviewers will look for a reasonable sustainability plan? Were specific funding opportunities relevant to the scholarly domain of the idea provided? Does the project align with any potential funder(s) that are identified?

### Post Award Responsibilities

- Progress described within an Annual Report will be assessed annually and used to determine release of the next year of funding.
- An Annual Report template will be provided to awardees via the InfoReady system. The template will outline both the narrative and budget reporting requirements.
- One month prior to each award release anniversary, please submit an annual report to Associate Vice President for Research, Kimberly Eck, PhD. ([kimberly.jo.eck@emory.edu](mailto:kimberly.jo.eck@emory.edu)). A subsequent evaluation by an Office of the Provost team will assess outcomes, milestones, and deliverables identified within the proposals.

**RFA Release Date: Prior to December 15, 2022**  
**Proposal Deadline: January 31, 2023 at 11:59 pm**  
**Anticipated Award Announcement: March 10, 2023**  
**Anticipated Funding Release: April 7, 2023**