PROJECT PROPOSAL GUIDELINES

for

The James P. and Shirley J. O’Brien Endowment

for College of Agriculture and Life Sciences
Cooperative Extension
and
The School of Music
at the University of Arizona

October 3, 2012
The College of Agriculture and Life Sciences Diversity award is designed to further the mission that Shirley O'Brien has believed in and fulfilled in her 27 years at the University of Arizona, that is, “a passion for diversity in people, programs and ideas.” Particularly, “the awareness of diversity, respect for the richness of diversity that exists in CALS Cooperative Extension, and the belief that diversity brings quality to CALS Cooperative Extension.” It is her intention the annual spendable earnings from the endowment might support a guest diversity trainer, a research or multimedia project with a diversity theme, a lecture series or travel related to diversity, singly or in any combination the review committee deems appropriate to the goals of this endowment. It is conceivable funds could be distributed to more than one individual when worthy projects do not consume all of the available funds in a given year. Applicants also would be eligible to be funded more than once. The review committee is under no mandate, however, to make an award when no proposal is worthy, in which case annual spendable earnings may be returned to the endowment. These funds may also be held in the annual spendable earnings account to award in subsequent years.

Potential Project Ideas:

- a guest diversity trainer
- a research or multimedia project with a diversity theme
- a lecture series or travel related to diversity
- combination or synthesis of these or similarly related projects

Potential Applicants:

Members of the University of Arizona who are Faculty (tenure or tenure-track, continued or continuing-track), Academic Professionals, Graduate Students, Undergraduate Students, Staff.

Applicant Selection Committee:

In the first year (2004), the Director of Extension selected a committee of three diverse individuals, which might include members of the UA community cited above, to evaluate the proposals for funding. In each subsequent year of funding (even years), the Director will appoint two committee members, adding the previous cycle of funding’s successful candidate to make up a committee of three individuals or task the CALS Diversity Committee (if available). The Director of Extension shall be an adjunct, non-voting member of the committee.

The Call for Proposals shall commence in the Fall of each year for funding in the following year on an annual or every-other-year basis, depending on funding available.
**Fundable Amount, Timeline & Instructions:**

The Director of Extension or their designee shall determine the annual award amount and shall be included in the call for proposals. It is possible that funds could be distributed to more than one project when worthy projects do not consume all of the available funds in a given year. Applicants also would be eligible to be funded more than once in subsequent years. When no proposal is worthy, as determined by the committee, the annual spendable earnings may be used for general scholarships. The selection committee may revise the call for proposals when necessary keeping in mind the original intent of the Donors. Applications may be considered and potentially awarded from any discipline on campus, as long as the criteria listed for the annual award are observed.

**Instructions for Project Proposal:**

Applicants will submit a four-page proposal to the Selection Committee, which follows this format:

**Page One**

Title Page: Applicant(s), University Affiliation, Title/Rank, 200 word abstract describing the project, campus address, daytime phone, and email address.

**Pages Two and Three**

- Description of the project
- Justification of the project
- Justification of the project relative to the Mission of the Endowment
- Objectives (general and specific)
- Personnel for Completion
- End-product or service and integration into the University community

**Page Four**

- Budget
- Budget Justification

Matching funds are not required for this project and will not be factored in as priority for determining the successful applicant.