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USF Jesuit Foundation Grant Application Coversheet

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USF JESUIT FOUNDATION Grant Application Coversheet

PLEASE BE SURE TO INCLUDE THIS COVER SHEET AND THE BUDGET SHEET WITH YOUR PROPOSAL

Name: Shawn P. Calhoun (PI) – Submitting on behalf of project team: Julia Dowd, Mary Wardell-Ghirarduzzi, Martha Peugh-Wade and Shawn P. Calhoun

College/Department: Gleeson Library | Geschke Learning Resource Center

Campus Address: Gleeson Library E-mail Address: calhouns@usfca.edu

Title of Proposal/Project: Diversity, Equity and Inclusion: A Roadmap for USF Faculty and Staff Professional Development

Total Amount Requested: \$4,902

Have you previously received a Jesuit Foundation Grant? YES NO

If yes, have you submitted your summary report and an itemized expense report to the Office of the Provost? YES NO

All previous grant recipients must submit this report prior to the due dates to be considered for the next grant cycle.

TYPE OF GRANT APPLICATION: (CHECK ONE)

- IGNATIAN SPIRITUALITY GRANT PEDAGOGY GRANT
 RESEARCH GRANT COMMUNITY IN CONVERSATION GRANT

Please attach the following to this coversheet:

- A written proposal (2-5 single-spaced pages) that includes each of the following:
 - Project Title.
 - Statement of project's purpose and relationship to the Foundation's mission.
 - Desired methodology, outcomes, and assessment standards.
 - Timetable.
 - Relationship to the applicant's past and future experience, research, or teaching.
- Completed Budget sheet with necessary justification included and/or attached, including a Bon Appétit/University Catering estimate if catering expenses are a part of the budget and estimates from Travelocity or Expedia if air travel is part of the application.
NOTE: You must include the attached JFG Budget Sheet
- Written letter(s) of support/recommendation from the applicant's immediate supervisor and/or dean depending on the type of grant application. Please refer to the CRITERIA for detailed information for specific requirements for each grant category.

**GRANT APPLICATION DEADLINES: Fall Semester November 1st; Spring Semester April 1st; or the following Monday if the 1st falls on a weekend.
Documents should be sent as pdf files electronically to wongl@usfca.edu by 5:00 PM**

Jesuit Foundation Grant Proposal Budget

If a category is not applicable to your type of grant leave it blank.	Cost
A Personnel Costs (e.g., stipends or honoraria for staff, faculty, student assistants, invited speakers, and benefits where applicable). Call the Office of Student Employment at 422-6770 for the current student pay rate. Describe the responsibilities of each person listed, and justify costs:	
B Catering & Supplies. e.g., photocopying costs, refreshments, books; include justification for each item listed. <i>Any catering requests must include a separate itemized budget estimate from Bon Appétit/USF Catering.</i>	
B1. Catering (See attached proposal plan: Appendix 2.)	\$3060
B2. Copies of Massingale book for all participants. Reading materials will set the stage for the 6-week conversation. See project description for background on text.	\$442
C Hotel Accommodations & Per Diem. Include length of stay and calculate cost per day according to <i>www.gsa.gov/perdiem</i>	
D Airfare. (Printed estimate from <i>Expedia.com</i> or <i>Travelocity.com</i> must be attached)	
E Other expenses. Itemize and include a brief statement justifying each expense.	
E1. Audio Visual – ITS support for all 6 sessions (LCD displays, microphones etc.).	\$600
E2. Videographer – Setup and record all sessions for later viewing/analysis.	\$800
Total Cost of Project:	\$4902
Amount requested from Jesuit Foundation:	<u>\$4902</u>
Amount requested from other sources (if any, please list): N/A.	