

Staff Equal Opportunity Enrichment Program Departmental Proposal Information

REQUIREMENTS:

1. Deadline for submission of Proposals is **Monday, November 30, 2020** at 11:50 p.m. Please submit one complete copy to Equal Opportunity Services by emailing eosaa@ucsd.edu *Please limit your Proposal to five pages.*
2. The proposed activity must benefit **five individuals or more**. If five or more individuals do not benefit from this program, your funding could be forfeited.
3. Total costs requested per Department cannot exceed \$5,000.
4. The proposed activity must occur during the period of **January 1, 2021 through June 15, 2021**
5. Expend or commit all awarded funds by **June 15, 2021**. Any unused funds by this date will be forfeited.
6. **Upon completion of the awarded training activity, submit the following Reimbursement Packet documents to eosaa@ucsd.edu by June 15, 2021**
 - a. Departmental Evaluation Packet
 - b. Account ledger with the IFOPAL that was charged

SELECTION CRITERIA:

During the committee's review process, the following factors will be considered:

- 1) Please describe the current or anticipated position vacancies that allow for reasonable chance for promotion or transfer of the participants.
- 2) Please describe how the proposed training program supports an attainable career plan for promotion or career change for the participants.
- 3) What supplemental funding sources or resources will the department contribute for training the participants?
- 4) Have funds been awarded to the department in previous years? If so, please provide the funding amount and the type of program training completed. *Note: Previous funds may be considered and new departments may be given preference.*
- 5) Please describe what criteria will be used to measure post-program effectiveness and how it will be evaluated?

Staff Equal Opportunity Enrichment Program Departmental Proposal

Vice Chancellor Area: Department Name: Mail Code:

Contact Person: Email: Extension:

Department Head: Department Head Signature: Date:

1. **Title of Training Activity:**

2. **Has this Training Activity received SEOEP funding in prior years? If so, please list each year it was awarded funds and how much was awarded per year?**

3. **If this Training Activity was awarded in the past, were all of the funds used?**
 Yes, all of the awarded funds were used and the department was re-charged
 No, the awarded funds were forfeited *Please explain if the funds were forfeited*

4. **Has the department consulted with Staff Education about this program to see if there is a course/workshop offered for free or for less?**
 - Yes, but Staff Ed. doesn't offer it
 - Yes, but Staff Ed. doesn't offer it in the timeline the department needs
 - No
 - Other (Please explain)

5. **Please provide a summary of the proposed training program and training objectives.**

6. What are the Training Activity learning outcomes as it relates to the participants?

Note: Program funds must be utilized to enhance the skills of employees in their current position to prepare them for career advancement at UCSD

7. Please describe what criteria will be used to measure post Training Activity effectiveness and how it will be evaluated.

8. Anticipated number of staff who will attend the training:

9. Total Funds Requested:

Please attach an itemized budget for the Training Activity. Descriptions of all costs and supplemental funding sources are required. Funding is not permissible for expenses related to parking, catering or meals, travel or lodging, printing materials or membership fees on your budget report.

(FILLABLE BUDGET REPORT)

This table is for example only. Please complete with the appropriate costs and information for your Training Activity.

Item	Cost	Total
Instructor Facilitation Fee	6 @ \$1,000	\$6,000
Training Materials	6 @ \$ 100	\$ 600
Participant Accommodation Fees (i.e. ASL)	6 @ \$ 100	\$ 600
Item X	6 @ \$ 150	\$ 900
Item Y	6 @ \$ 50	\$ 300
Subtotal		\$8,400
Dept. Supplemental Funding		(-) \$3,400
Total Amount Requested from SEOEP <i>(cannot exceed \$5,000)</i>		\$5,000

Please send the complete proposal to
Equal Opportunity Services at eosaa@ucsd.edu

DUE DATE: Tuesday, June 15, 2021