

MEMORANDUM

To: Department Chairs, Center and Institute Directors

From: Renee J. Perez, Vice Dean, Administration and Finance *Renee J. Perez*
Emily H. Anderson, College Dean of Undergraduate Education *Emily H. Anderson*

Date: February 5, 2024

Re: Spring 2024: Call for Proposals for Projects Supporting Undergraduate Education

Please fully and carefully read through the call for proposals before submitting your application.

Summary

The Office of Administration and Finance and the Office of Undergraduate Education invite USC Dornsife departments, centers and institutes to apply for a funding opportunity to help support undergraduate education. USC Dornsife has set aside funding to help support the undergraduate student needs of departments, centers and institutes. Further details on eligible and ineligible funding opportunities are provided below. **The deadline to submit proposal applications will be Friday, March 8, 2024.**

Funding information

- Approved proposals could use the funding provided for subsequent semesters but all requests **must** include a budget timeline that outlines when funds will be used and when goods (or items, equipment, or other proposed activities) will be received. For example, a department could submit a proposal in spring for a project needed in the fall.
- All proposals must include a desired range for the funding, indicating the minimum and maximum amounts acceptable to meet proposal objectives. Example: A department proposing a project for upgrading equipment in a student space should notate that they can work with any budget between \$4k and \$8k.
- Depending on available funding and size and scope of the request, USC Dornsife may request or require cost sharing from the department.
- Unused funds: funding received from USC Dornsife that is not used according to the approved budget timeline submitted by the department at the time of proposal submission will be forfeited and returned to USC Dornsife.
- All expenses incurred related to the proposals that are approved will need to be coordinated with your deputy director who will ensure the proper account is charged for the purchase and that the funding will not be transferred to the department account.
- All proposals submitted must be for a one-time project or purpose, and not for any recurrent year contracts.



Eligibility

- USC Dornsife departments, centers and institutes are eligible to apply.
- Individual faculty and staff are not eligible to apply.

Examples of eligible uses of funds

- Upgrades to departmentally maintained student spaces / classrooms
- Upgrades and improvements to instructional labs
- Equipment upgrades for teaching labs: microscopes, fume hoods, centrifuges, etc. (not intended for individual faculty research areas)
- Other equipment upgrades that benefit students
- Undergraduate specific and departmentally sponsored conferences, colloquium, symposia, or group research initiatives (again must be endorsed by the department and involve and benefit multiple undergraduates)

Examples of ineligible uses of funds

- Audio visual and IT equipment usually maintained and upgraded by DTS
- Faculty research equipment
- Individual student awards or expenses
- Proposals for projects that support graduate education (labs, classrooms, study areas, etc.)
- Compensation of faculty, staff, student workers, or special guests
- Events organized by departments that fall outside of regular undergraduate student coursework and are not specifically designed for undergraduate education
- Gifts, like prizes for competitions, or gift cards for any purpose

Application evaluation

- All applications will be reviewed by a proposal committee that will make recommendations to the vice dean for administration and finance and the college dean for undergraduate education
- Final decisions will be approved by the vice dean for administration and the college dean for undergraduate education

Submission requirements

- A statement of purpose summarizing the intended project explaining how the project will advance undergraduate learning
- A detailed description of the items, equipment, activities, etc. that will be paid with the funding including links to websites with pricing if available
- A list of all individuals in the department, center, or institute supporting or endorsing the project. Must include the department chair or director.
- An itemized budget detailing how the requested funding will be used including a timeline for receipt of goods or services or completion of event or project
- All proposals must include a desired range for the funding, indicating the minimum and maximum amounts acceptable to meet proposal objectives.

Please submit your department, center or institute's proposal by emailing all submission materials to the USC Dornsife Office of Administration and Finance at business@dornsife.usc.edu by **Friday, March 8, 2024**.