2014-15 STAFF EQUAL OPPORTUNITY ENRICHMENT PROGRAM
Requirements and Selection Criteria for Vice Chancellor/Departmental Proposal for Funds

REQUIREMENTS:

1. Deadline for submission of proposals is **Friday, April 25, 2014**. Please submit one complete copy to Equal Opportunity/Staff Affirmative Action at mail code 0923. **Please limit your proposal to five pages.**

2. The proposed activity must benefit **at least five individuals**. Collaboration between departments is allowed. If at least five people do not benefit from this program, your funding could be forfeited.

3. The proposed activity must occur during the period of **July 1, 2014 through June 1, 2015**.

4. The Staff Equal Opportunity Enrichment Program Committee may ask units/departments to provide a brief presentation to the Committee if more information is needed about the program.

5. Submit budget documentation of awarded fund expenditures and evaluation report by **June 15, 2015** for reimbursement.

6. Please attach a sample copy of your program’s participant evaluation form to your proposal. (A draft copy is acceptable).

7. Please ask specific and measurable questions of your program participants, including the following:
   - Identify your personal goals relative to this program.
   - What skills were obtained and valued in relationship to the personal goals identified?
   - What one thing would you change for next year?

If your program was awarded funds last year, please submit a preliminary **2013-14 program** evaluation along with your **2014-15 Proposal by April 25, 2014**. (See the Committee’s request for year-end program evaluation information in #8 below.)

The year-end evaluation report and budget information for funded programs are due **June 15, 2015** after program completion. In the program evaluation report, the Committee asks the instructor or program coordinator to include these points in your report:

- Link the career goals of the participants directly to the training or program provided;
- Analyze the participant evaluations;
- Identify successful aspects of the program as well as improvements that can be made for the next year;
- Provide a list of participants’ names and employee ID number in order to track their career progression at UCSD.

**Please include the completed grid below in your evaluation report.**

<table>
<thead>
<tr>
<th>PROGRAM NAME – 2012-13 PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>#</td>
</tr>
</tbody>
</table>

The following is an example of a previously funded training program:

*Funding was awarded for a laboratory technical training center to help employees become more competitive in laboratory technical level positions upon completion of the program. The funds enabled 8 to 12 individuals to attend this training program without cost to them or to their departments.*

**SELECTION CRITERIA:**

During the Committee’s review process, a combination of the following factors will be considered.

1. Are there sufficient anticipated openings to allow reasonable chance for promotion or transfer of the participants?
2. Is the proposed program part of an attainable career plan for promotion or career change of the participants?
3. What supplemental funding sources or resources will the department contribute for training the participants?
4. Have funds been awarded in previous years to the department? If so, the program evaluation submitted will be used in the evaluation of the proposal.
University of California, San Diego
2014-15 Staff Equal Opportunity Enrichment Program
Vice Chancellor/Departmental Proposal for Funds

Please review the selection criteria and adhere to the requirements.
Please type or print clearly.

Vice Chancellor area: Contact Person:

Department(s): Extension:

Electronic Mail Address: Mail Code:

1. Title of Program:

2. Summary of Proposed Activity:

3. Objective of Proposed Activity / Anticipated Goals of the Program Participants:

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

4. Anticipated Number of Staff to be Served: Must benefit at least 5 individuals

Note: Collaboration of departments is allowed to ensure that at least 5 individuals benefit from the proposed program.
5. Training Methods to be utilized. Describe the type of courses to be taught or topics to be covered.

6. Describe How You Will Measure the Effectiveness of the Program. Describe how the program will meet participants’ goals and how your year-end program evaluation will measure that. (Attach a sample copy of your program’s participant evaluation form.)

7. Total Funds Requested:

Please attach an itemized budget for your program. Descriptions of all costs and supplemental funding sources are required. Do not include catering or travel on your budget report.

(SAMPLE BUDGET REPORT)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor's Fees</td>
<td>6 @ $1,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Training Materials</td>
<td>6 @ $ 100</td>
<td>$ 600</td>
</tr>
<tr>
<td>Printing/Publicity</td>
<td>6 @ $ 100</td>
<td>$ 600</td>
</tr>
<tr>
<td>Addressing Services/Mailing</td>
<td>6 @ $ 150</td>
<td>$ 900</td>
</tr>
<tr>
<td>Audio/Visual Charges</td>
<td>6 @ $ 50</td>
<td>$ 300</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$8,400</td>
</tr>
<tr>
<td>Less: Dept. Supplemental Funding</td>
<td>- (3,400)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount Requested</strong></td>
<td></td>
<td>$5,000</td>
</tr>
</tbody>
</table>

- This proposal should not exceed five pages.
- If funded last year, attach your preliminary program evaluation.

Please send one complete proposal to:
Equal Opportunity/Staff Affirmative Action,
Attention: Linda Olvera, Mail Code 0923
DUE DATE: Friday, April 25, 2014