**Equity, Diversity & Inclusion Catalyst Fund**

**Request for Proposals**

**Proposal Submission Deadline: March 8, 2024 at 11:59 pm EST**

*Please review the detailed Request for Proposals as you develop your project plan. Please upload your completed Template and Budget Form and Letter of Support through the* [*submission portal*](https://duke.qualtrics.com/jfe/form/SV_8JvEr2WP8T2mEUm)*.*

**Project Title.**

**Project Director(s).** *Please include role(s) and unit affiliation(s)*

**Collaborator(s).** *Please include role(s) and unit affiliation(s)*

**Proposal Narrative.** *Brief abstract. 100-word limit*

**Project Description and Rationale.** *200-word limit*

**Activities, Desired Outcomes and Targeted Participants.** *250-word limit*

**Timeline with start and end dates and projection of progress and benchmarks.** *200-word limit*

**Enablers, Challenges and/or Barriers.** *150-word limit*

**Sustainability Plan, including potential for scaling into broader initiatives.** *100-word limit*

**Submission of (1) optional figure or table (attachment).**

**Letter of Support (attachment).**

The Project Director and/or Co-Directors must provide (1) letter of support from their department chair(s) or equivalent chief(s) of service or supervisor(s), or leader(s) who make decisions around project implementation within or across departments. The letter should address how the goals of the project are consistent with the unit’s long-term goals, as well as a plan for project support at the conclusion of the fund cycle.

**Are there matching funds available? If so, what are they?** *100-word limit.*

**Are there other funding sources that you have considered? If so, what are they?** *100-word limit.*

**Budget with Justification:** A description of resources, services and associated costs needed for project implementation. Support will be limited to resources and services needed for project implementation.

Selected catalyst proposals will be awarded up to $25,000. Multiple projects will be funded. Funds may not be used to support faculty/staff effort, temporary staff or monetary distributions to support secondary or related projects.

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| **Resource Area** | **Description** | **Estimated Cost** |
| Resource 1 |  |  $0.00 |
| Resource 2 |  |  $0.00 |
| Resource 3 |  |  $0.00 |
| Add additional rows as needed |  |  $0.00 |
| **Total Costs for Proposed Project** |  |
|  |  |  |

**Justification for Resource Area Needs.** *200-word limit*