PROGRAM OVERVIEW

What is a Hispanic Serving Institution?

A Hispanic-Serving Institution (HSI) is defined as an institution of higher education that has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic. HSIs are eligible for certain grants from the U.S. Department of Education to assist with strengthening institutional programs, facilities, and services to expand the educational opportunities for Hispanic Americans and other underrepresented populations.

Do the students benefitting from a grant's proposed efforts have to be Latinx/Chicanx/Hispanic?

No. While the intent of the grants program is to enhance faculty pathways for historically underrepresented groups, particularly Latinx, African Americans, American Indians/Native Americans, Filipinx and Pacific Islanders in all disciplines; women in STEM; and Asian Americans in the humanities and social sciences, UC-HSI DDI is designed to support students irrespective of race, ethnicity, national origin, sex, or gender identity. *Note: the guidelines for the UC-HSI DDI President's Pre-Professoriate Fellowship are different.*

Can I propose efforts not listed in the "examples"?

Yes. Since the UC-HSI DDI is a newer systemwide effort, it is difficult to predict which projects/programs/activities will be most successful and yield greatest impact. As such, the request for proposals (RFP) lists examples of interventions that have demonstrated past successes, but the UC-HSI DDI encourages and welcomes innovative strategies that align with and address the goals of the program.

How many projects do you anticipate will receive funding?

It is difficult to know. It is impossible to predict how many proposals we will receive in total, and/or per each of the funding mechanisms (large vs. small grants); therefore, we cannot allocate specific amounts to each award type nor do we know what types of projects the Initiative will fund. Proposals will be assessed thoroughly by a panel of reviewers who will recommend the most meritorious proposals that align with the goals of the program. After the cycle closes, a list of awardees will be posted on the website.

How many proposals can each campus submit?

There are no limits on the number of proposals that a UC campus can submit to the UC-HSI DDI competitive grants program. However, individual PIs are eligible to submit no more than one proposal (only one large grant *or* one small grant, but not both), but they may serve as co-investigators/collaborators on other grants.

What timeframe do the proposed efforts/activities have to take place?

Funding for the 2023-2024 award cycle is expected to transfer by June 2024. PIs will have the flexibility to define the length of their grant term from that point—up to five years for large awards and up to two years for small awards.

The instructions require that the Chief Diversity Officer sign off my proposal submission, where can I find that information/contact?
Please reference the list of Chief Diversity Officer(s) from your campus.

What types of letters of support should I submit?
Please make sure to provide letters of support from key partners and stakeholders that can speak to the commitment and the value of the project and the proposed activities, in addition to submitting letters indicating contributions (funding or in-kind resources) that will be provided.

ELIGIBILITY

How do I know if I work for a Hispanic Serving Institution (HSI) or if my collaborators are at HSIs?
The UC-HSI DDI will focus on California HSIs—which officially includes five of the nine undergraduate UCs (UCI, UCM, UCR, UCSB, and UCSC) as well as designated California State University (CSU) campuses (currently 21 of 23 campuses), and several private colleges and universities throughout the state. For your reference, please visit our website for a list of federally designated California HSIs.

Can I work with HSIs from other states?
No. This program is dedicated to support California HSIs.

Do I have to work with California State University (CSU) campuses *and* private HSIs?
No. PIs may work with any combination of California HSI institutions, including CSUs, other UC campuses or folks from their home campus—as long as their home campus is a designated HSI.

I am not employed at an HSI, can I serve as PI?
Yes. PIs may be from non-HSI UC campuses as long as they are collaborating with a designated HSI. PIs must be University of California faculty senate members representing administrative or academic units.

I am an academic staff member on my campus; can I serve as the principal investigator (PI) on the grant?
No. Only academic senate faculty members are eligible to serve as principal investigators (PIs). Administrators (such as Department Chairs or Deans) may serve as PIs as long as they are senate faculty members. Other academics and staff, such as senior researchers, scientists, and program directors may serve as grant collaborators.

BUDGET AND EXPENSES

How many years of funding can I request?
Large awards can submit proposals up to $350,000 to be used within 5 years, and small award applicants can submit proposals up to $50,000 to be used within 2 years.

Can I request salary for my work on the project during the summer?
No, this program does not provide summer salary.

What am I allowed to budget for with this grants program?
You may request funding for direct *student-support expenses* (such as student summer stipends, room and board, equipment, travel, etc.) or other project expenses that *may not be direct student-support (*such as graduate student mentoring, research/administrative support, equipment, travel, social networking/support opportunities, and honoraria—within UC

guidelines, etc.). PIs may budget a percentage of salary support for staff to provide administrative and logistical support for the project.

Is there advice/guidance regarding financial support for student participants?

Student stipends/support will vary depending on the nature of the program. For example, full-time undergraduate summer research internships should include a student summer stipend so that participation does not create a financial burden for the student (minimum of $5,000 for programs of at least 8 weeks in duration; and minimum $4,000 for shorter programs). Please ensure that such stipends are at least equivalent to those provided by comparable programs on your campus. In addition to stipends, please consider other types of student-related support needed to ensure successful program outcomes such as student program-related travel, student room and board, defined necessary supplies and equipment, and program expenses (non-research activities, minimal administrative expenses, etc.).

Is there advice/guidance regarding financial compensation for graduate students working on the project?

PIs should include stipend/salary support for UC graduate students who serve as mentors on the project and salary support for graduate students who have significant staffing/coordinating and administrative responsibilities. PIs are required to accurately account for work hours and appropriately compensate UC graduate students who serve on the project. Graduate students often serve critical roles in projects; it is important to account for all of the time and energy they spend supporting the success of your project. PIs must be sure they account for this time so graduate students are not undercompensated for their role.

Can I include indirect costs in the budget?

No. You do not need to account for indirect costs on your budget. It is assumed that those costs will be covered by the campus since they will not be covered by the grant.

REPORTING AND MONITORING

Is annual reporting required?

Yes. Annual reporting is required for both award types, in addition to engaging in regular conference calls to share, learn from and improve inclusion and equity efforts at UC. Failure to participate may jeopardize a PI's funding and ability to apply to future grant cycles.

APPLICATION SUBMISSION

I am unable to enter data into the application documents on your website. Where do I get documents that I can edit?

The documents on the website are meant to be examples only, so they are all pdfs and not fillable documents. The .doc templates are available through proposalCENTRAL (pC). Once you log into pC to prepare your application you will have access to all the application templates. The templates are all located in the "Download Templates and Instructions" section on pC. Please review the application instructions for more information.

When can I get customer service at pC?

pC works on Eastern Time. Please note the deadline is **Friday, November 17, 2023 at 12 noon (Pacific Time)**, which is 3pm (Eastern Time). Contact pC during *their* local operating times.

Does the proposal require the signature of the campus Contracts and Grants official?
No. Signatures by the PI's next level authority (e.g. Department Chair or Provost) AND the campus' Chief Diversity Officer are required. However, campuses may require you to obtain your C&G official's signature. If so, please provide ample time to acquire that signature as well. The annual award allocation will be transferred directly to principal investigators (PIs) at their departments. Please provide a legible/typed name and contact information for each person signing your grant proposal, in addition to the signature. Otherwise it is difficult to verify each signature. Electronic signatures and scanned signatures are acceptable.

Questions? For more information, please visit the UC-HSI DDI website or email Graduate Studies at gradstudies@ucop.edu.