

2016

## USF Jesuit Foundation Grant Application Coversheet

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## USF JESUIT FOUNDATION Grant Application Coversheet

PLEASE BE SURE TO INCLUDE THIS COVER SHEET AND THE BUDGET SHEET WITH YOUR PROPOSAL

Name: Shawn P. Calhoun (PI) – Submitting on behalf of project team: Julia Dowd, Mary Wardell-Ghirarduzzi, Martha Peugh-Wade and Shawn P. Calhoun

College/Department: Gleeson Library | Geschke Learning Resource Center

Campus Address: Gleeson Library E-mail Address: [calhouns@usfca.edu](mailto:calhouns@usfca.edu)

Title of Proposal/Project: Diversity, Equity and Inclusion: A Roadmap for USF Faculty and Staff Professional Development

Total Amount Requested: \$4,902

Have you previously received a Jesuit Foundation Grant? ☐ YES ☒ NO

If yes, have you submitted your summary report and an itemized expense report to the Office of the Provost? ☐ YES ☒ NO

*All previous grant recipients must submit this report prior to the due dates to be considered for the next grant cycle.*

**TYPE OF GRANT APPLICATION: (CHECK ONE)**

☒ IGNATIAN SPIRITUALITY GRANT

☐ PEDAGOGY GRANT

☐ RESEARCH GRANT

☐ COMMUNITY IN CONVERSATION GRANT

**Please attach the following to this coversheet:**

- ☒ A written proposal (2-5 single-spaced pages) that includes each of the following:

Project Title.

Statement of project's purpose and relationship to the Foundation's mission.

Desired methodology, outcomes, and assessment standards.

Timetable.

Relationship to the applicant's past and future experience, research, or teaching.

- ☒ Completed Budget sheet with necessary justification included and/or attached, including a Bon Appétit/University Catering estimate if catering expenses are a part of the budget and estimates from Travelocity or Expedia if air travel is part of the application.

*NOTE: You must include the attached JFG Budget Sheet*

- ☐ Written letter(s) of support/recommendation from the applicant's immediate supervisor and/or dean depending on the type of grant application. Please refer to the CRITERIA for detailed information for specific requirements for each grant category.

**GRANT APPLICATION DEADLINES: Fall Semester November 1<sup>st</sup>; Spring Semester April 1<sup>st</sup>; or the following Monday if the 1<sup>st</sup> falls on a weekend.**  
**Documents should be sent as pdf files electronically to [wongl@usfca.edu](mailto:wongl@usfca.edu) by 5:00 PM**

### Jesuit Foundation Grant Proposal Budget

If a category is not applicable to your type of grant leave it blank.	<b>Cost</b>
<b>A Personnel Costs</b> (e.g., stipends or honoraria for staff, faculty, student assistants, invited speakers, and benefits where applicable). Call the Office of Student Employment at 422-6770 for the current student pay rate. <b>Describe the responsibilities of each person listed, and justify costs:</b>	
<b>B Catering &amp; Supplies.</b> e.g., photocopying costs, refreshments, books; include justification for each item listed. <i>Any catering requests must include a separate itemized budget estimate from Bon Appétit/USF Catering.</i>	
B1. Catering (See attached proposal plan: Appendix 2.	\$3060
B2. Copies of Massingale book for all participants. Reading materials will set the stage for the 6-week conversation. See project description for background on text.	\$442
<b>C Hotel Accommodations &amp; Per Diem.</b> Include length of stay and calculate cost per day according to <i>www.gsa.gov/perdiem</i>	
<b>D Airfare.</b> (Printed estimate from <i>Expedia.com</i> or <i>Travelocity.com</i> must be attached)	
<b>E Other expenses.</b> Itemize and include a brief statement justifying each expense.	
E1. Audio Visual – ITS support for all 6 sessions (LCD displays, microphones etc.).	\$600
E2. Videographer – Setup and record all sessions for later viewing/analysis.	\$800
<b>Total Cost of Project:</b>	<b>\$4902</b>
<b>Amount requested from Jesuit Foundation:</b>	<b><u>\$4902</u></b>
Amount requested from other sources (if any, please list): N/A	