

Office for Health Equity and Inclusion

Mini-Grants to Promote Diversity, Equity and Inclusion

The Diversity, Equity and Inclusion (DEI) Mini-Grant Program provides an opportunity to acknowledge, inform, reinvigorate and refocus departmental and unit efforts on activities that promote respect for and learning about others. The grant program is funded by the Office of the Executive Vice-President for Medical Affairs and the Dean of the Medical School. Grant submissions should align with the strategic priorities of the Michigan Medicine to enhance inclusion, increase diversity and promote equity across the institution for our patients, faculty and staff. To support these efforts, \$100,000 has been set aside to award innovative programming in support of these strategic priorities.

[DEI Mini Grant Application](#)

Who can apply for funding?

Unit Planning Leads, Implementation Leads, faculty, staff and learners.

What kinds of ideas can be funded through the DEI Mini-Grant Program?

Innovative ideas that promote the vision for diversity, equity and inclusion. House Officers and students interested in disparities research are also encouraged to apply. Funds may be used to support recruitment of diverse research subjects and advance knowledge in culturally appropriate research design. Collaboration within units that make up larger departments (e.g., Internal Medicine, Surgery) is encouraged.

How does the Office for Health Equity and Inclusion define “innovative?”

Innovative ideas are those that benefit the academic medical center, use creative, artistic or best practices to promote awareness and inspire learning about the diverse faculty, staff, patients and learners in our community.

How much can be requested?

A maximum of \$5,000 per proposal

Can a department submit more than one proposal?

Departments and units are encouraged to submit more than one proposal. Only the best idea will be funded.

When will grants be awarded?

Mini-grant awards will be made on a bi-annual basis. Departments may apply during both grant cycles. However, once an award is made, the department or unit is ineligible until the completion of the funded project.

This fall, proposals submitted via the application link, [DEI Mini Grant Application](#), are due by September 29, 2017. Award notifications will be made in November 2017.

Can DEI Mini-Grant funds be used to cover salaries and benefits?

No. Funds cannot be used to cover salaries and benefits of any UMHS employee (or non-UMHS employee). Funds cannot be used to support effort for UMHS employees.

Can DEI Mini-Grant funds be used to cover consulting or training costs?

Yes, external consulting or training costs can be paid for using DEI Mini-Grant funds. Internal consulting or training costs are ineligible for funding.

Can DEI Mini-Grant funds be used to pay for lunch or dinner?

No, DEI Mini-Grant funds cannot be used to pay for lunch or dinner where the sole purpose of the event is to promote dialogue or conversation within the department or unit. However, the costs of food may be included as part of a larger training or project.

What information should be included in the proposal?

All proposals should include the following information:

- 1) The type of project you are proposing. Include the problem you are trying to solve, the objectives and goals of the project. Please remember submitters are encouraged to present projects that are innovative, artistic (e.g., "Art for Diversity") or creative (e.g., Photovoice) and support the strategic principles and promote equity for our faculty, staff, patients and learners.
- 2) Why this project was selected? What evidence you used (e.g., focus groups, surveys, etc.) to determine this project as the best strategy to reach your goals?
- 3) How you plan to measure the impact of your project.
- 4) A complete budget for the project including justification.
- 5) How will your project lead to a sustained diversity effort in the long term, and how will you support and run it once the grant funds are depleted?

If I am awarded a mini-grant, how much time will I have to complete the project?

Proposals funded by OHEI mini-grants are expected to be completed within an 18-months of the award notification. However, we recognize that delays may occur. In the event of a project delay, an extension may be requested. The request should include the reason for the delay and how the issue will be resolved and by what date.

Selection Criteria

Awards will be made on a point system:

- 25 points: A well thought-out proposal that clearly defines the problem you are trying to solve, the objectives and goals of the project.
- 20 points: The innovative, artistic or creative nature of the project.
- 15 points: Project selection.
- 15 points: Project impact.

Thank you,

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