Objective: Department of Medicine Diversity, Equity, Inclusion, & Accessibility (DEIA) Pilot Grants

To support innovative DOM trainee, staff, and faculty initiatives that promote DEIA in the DOM. Initiatives may address clinical, educational, administrative, workforce, and/or research concerns.

1. **Deadlines, timelines, and budget**

Applications will be accepted until Monday, January 13, 2025. Awardees will be announced during DOM DEIA Week (currently March 2025). Up to $10,000 per grant will be awarded over a 1-year period.

1. **Application guidelines**

* To apply for a DEIA Pilot Grant, please use the Qualtrics link here to provide details of your proposal following the guidelines below.
* We provide [characters with spaces and approximate](https://capitalizemytitle.com/character-count/1000-characters/) word counts to indicate limits within the Qualtrics application.
* It is advisable to draft and save your application in Word before entering into Qualtrics.
* If you are newer to writing grant proposals or would like assistance, please contact Kaku So-Armah ([kaku@bu.edu](mailto:kaku@bu.edu)) to discuss your ideas and how to describe it using the guidelines below.
* Please conduct a literature search to develop your proposal. David B. Flynn MS (LIS) ([dflynn@bu.edu](mailto:dflynn@bu.edu)), BU CAMed Senior Research Librarian is an invaluable resource for constructing rigorous literature reviews. The literature review will be critical for developing text for questions 2-8.

1. **Title:** Should be relevant & memorable: you may use an online resource e.g., Chat GPT/acronym software
2. **Significance** (<500 characters; ~70-130 words): Briefly state the problem you are trying to solve. What do we know about the potential cause(s) of the problem. Explain what happens if this problem is not addressed. *Significance* answers the question, “Why should this project be done?”
3. **Innovation** (<500 characters; ~70-130 words)**:** Explain how your proposal tries a different approach to prior attempts to solve the problem you described in the significance. Alternatively, if you are using the same approach as prior attempts to solve the identified problem, explain why you think it may work differently this time around. *Innovation* answers the question, “What is novel about your project?”
4. **Theory/conceptual model** (<500 characters; ~70-130 words): Is there a relevant theory (e.g., theory of behavior change) underlying your proposed initiative? If so, briefly describe how its core idea is relevant to your proposal. If not, consider including an illustration (diagram, photo, drawing etc.) that shows how your best understanding of how your proposed activity achieves your desired outcome described in methods/approach. [Qualtrics instructions for inserting a figure](https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/rich-content-editor/insert-a-graphic/).
5. **Methods/approach** (<1000 characters; ~250 words)**:** Explain how your proposal plans to address the problem. What activity(ies) does your proposal intend to implement? Who are the specific people this activity will impact?
6. **Evaluation** (<500 characters; ~70-130 words): How will you evaluate your project? What is the desired impact and how will you know if that desired impact has occurred. What are the metrics of success?
7. **DEIA foundation** (<1000 characters; ~140-250 words)**:** Explain how you will incorporate diverse perspectives into the design, implementation, evaluation, and dissemination of your proposal
8. **Potential challenges** (<300 characters; ~40-80 words):Explain problems that you anticipate and how you might overcome them
9. **Dissemination/products** (<300 characters; ~40-80 words):explain how you will share what you have learned or created with others who might want to try something similar
10. **Sustainability** (<300 characters; ~40-80 words):Describe the impact your proposal may have beyond the 1-year funding period including how any parts of your proposal may continue beyond the 1-year funding period.
11. **Timeline** (<400 characters; ~60-100 words):Describe how your proposal can feasibly achieve its desired impact within 1 year (e.g., presenting a monthly timeline of milestones that if achieved will lead to the proposed impact).
12. **Team:** Show that your initiative is feasible with the available personnel by providing CVs, resumes or biosketches, or letters of support for your team that have been tailored to show why they have the appropriate expertise and/or experience to complete the proposed project.
13. **Budget:** Show that your initiative is feasible with the available resources by presenting a budget and a budget justification using the attached template (see example attached).

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|  | **Characters** | **~Words** |
| **Title** | 200 | 60 |
| **Significance** | 500 | 130 |
| **Innovation** | 500 | 130 |
| **Theory** | 500 | 130 |
| **Methods** | 1000 | 250 |
| **Dissemination** | 300 | 80 |
| **DEIA foundation** | 1000 | 250 |
| **Potential Challenges** | 300 | 80 |
| **Sustainability** | 300 | 80 |
| **Timeline** | 400 | 100 |
| **Total** | 5000 | 1290 |

[How Many Words in Any Number of Characters](https://capitalizemytitle.com/character-count/1000-characters/)

Sentences usually are 15-20 words long

**DEIA Resources:**

* [Local Department and Section DEIA Leaders](https://www.bumc.bu.edu/bumg/evi-racial-equity-champions/)
* [Examples of Department and Section Equity and Vitality Goals](https://www.bumc.bu.edu/bumg/evi/ay23-evi-priority-goals-by-department-section/)
* [Equity, Vitality, and Inclusion Tools](https://www.bumc.bu.edu/bumg/evi/evi-tools/)
* [Glossary for Culture Transformation](https://www.bmc.org/glossary-culture-transformation)