INTRODUCTION

The impact of the COVID 19 pandemic, the attendant economic dislocations and heightened inequality arising from it, along with the urgent need to eliminate the structural racism that haunts our society have all combined in a way that will have a fundamental impact on higher education for decades, if not longer. UCLA is uniquely situated to identify a path and build a healthy, economically just and anti-racist community for all. Building from the bottom up and inside out through collaboration between students, staff and faculty, the Semel Healthy Campus Initiative (HCI) Center at UCLA has a proven track record for catalyzing innovations and building a culture of health as the foundation for a healthy and resilient community at UCLA.

The Semel HCI has refined its campus-wide goals and strategies to focus on building a healthier, more just and equitable future for UCLA. In this effort we rely on our core values,

• an integrative understanding of health and well-being,
• encouraging responsibility,
• celebrating diversity,
• striving for health equity,

combined with an understanding that the health and well-being of any individual is intimately bound with the health of the community. Accordingly, the Semel HCI has fine-tuned its focus to support proposals which align with our refined goal: a healthy environment that fosters resilience, social connections, and equity which underlies the health of everyone.

APPLICATION PROCESS, REQUIREMENTS, AND EVALUATION

The Semel HCI Center seeks to provide catalytic funding for high quality, replicable, and sustainable projects helping to make UCLA a healthier, more equitable community for all. Since our inception the HCI has funded applications from staff organizations, and faculty in several areas through the lens of health equity:

• Nutrition/diet/food
• Physical activity/exercise
• Mind-brain health (promoting psychological well-being and creative achievement/sleep
• Creating a healthy community through the built and natural environment
• Fostering social well-being and resilience
• The evaluation of ongoing HCI projects and programs
For the 2020-21 funding cycle (and subsequent funding cycles) we will continue to fund projects in these areas and will orient our funding decisions toward projects that explicitly aim to address these matters by improving health equity on campus and in the Los Angeles community, as well as those that focus on improving the health status of groups that have suffered from the racial, ethnic and economic injustice that has permeated our national life. We will be especially concerned with proposals that attempt to deal with these issues as they impact upon the prevention, distribution, treatment, and aftereffects of COVID 19.

Requirements
Thus, the descriptive narrative for all proposals must clearly state how the project aligns with the underlying values of the HCI as set out in the Introduction to these guidelines, as well as how the project relates to matters of health inequities, racism, bias, and the marginalization of stigmatized groups on campus or in the larger community.

The proposed project budget must be completely filled out for a proposal to be considered. Funding for faculty and staff (which may include student participation) can range from $250-$15,000. Please note the following:
- All items listed in the budget proposal must be accompanied by detailed estimates/quotes/documentation for which the funding will be used.
- Funding support for conferences or events is limited for up to $250 per event for healthful food or materials. Support for travel or speaker’s fees will not be considered.
- Semel HCI Center will not fund faculty or staff salaries.
- There is not retroactive funding.

Complete all parts of the application form. Incomplete applications will be returned for additional information.

Questions regarding the application process may be sent to Dr. Burt Cowgill, bcowgill@ucla.edu.

Application submission
- Staff and faculty applications may be submitted to lino@conet.ucla.

Criteria for Evaluation
- Clearly stated goals; their relation to the values of the HCI, their relation to the HCI’s commitment to reducing health inequities, racism and injustice in the UCLA community.
- Clearly defined and measurable outcomes;
- Clear statement of methodology (who, what, how, when, why) that is related to the Semel HCI Center goals;
- Alignment with the HCI’s established areas of interest (Nutrition, Physical activity, etc.)

Funding Process for Successful Applications
- Applicants whose applications are approved for funding will receive the Semel HCI Associate Vice Provost’s commitment for funds and authorization to spend up to the amount specified in the approved application budget.
- Funds must be expended within 12 months of the award date; requests for no cost extensions are not automatic but may be considered if submitted with documentation supporting the rationale for the request.
Semel HCI Center at UCLA – Funding Application

- Funds will be transferred to the department designated by the applicant to administer the project funding.
- Quarterly or annual requests for transfer of funds based on actual expenditures will be sent to the Semel HCI Center (lino@conet.ucla.edu) with supporting documentation in the form of a snapshot of the general ledger or an Excel spreadsheet showing the details of the request.

Conditions for Funding
The Semel HCI logo must be included on all marketing and publicity materials (flyers, posters, etc.), and the Semel HCI Center at UCLA must be verbally acknowledged at all events. A final report must be written and submitted within 2 months after the funding period ends.
Semel HCI Center at UCLA – Funding Application

APPLICATION INSTRUCTIONS

- Answer each question completely.
- Provide detailed budget.
- Attach estimates/quotes/documentation for which the funding will be used.
- Submit faculty/staff application to Semel HCI Center at UCLA at lino@conet.ucla.edu.
- Submit student group application to Burt Cowgill, bcowgill@ucla.edu.

Part 1: Applicant Information

Application Type:

- Faculty
- Staff

Organization or Campus Unit ___________________________________________________________

Project Title ________________________________________________________________________

Location ________________________________________________________________________

Date(s)/Time ________________________________________________________________________

Primary Contact Information

Name __________________________________________

Title __________________________________________

Phone Number _________________________________

Email _________________________________________

Secondary Contact Information

Name __________________________________________

Title __________________________________________

Phone Number _________________________________

Email _________________________________________
Semel HCI Center at UCLA – Funding Application

Part 2: Project Description

Answer all questions in Part 2. Responses should be limited to 300 words per question.

2.1 What is the overall purpose of this project?

2.2 Describe how the project fits within the goals of the Semel HCI Center.
2.3 What are the specific goals of the project?

2.4 How does the project expect to accomplish these goals?
2.5 How will you assess if the project has accomplished its goal(s)?


2.6 Do you know of any similar project on other campuses?

__ Yes

__ No

If yes, have they been successful?
2.7 Will the project require any special approvals from entities on or off campus?

__ Yes
__ No

If yes, how and when do you expect to get these approvals?

____________________________________________________________________________________

Part 3: Project Team

3.1 How many people will be involved in carrying out the project?

____________________________________________________________________________________

3.2 Please describe any special experiences or qualifications of the team members.

____________________________________________________________________________________

3.3 Will there be people from other organizations or groups on campus that will participate in carrying out your project?

__ Yes
__ No

If yes, please state who they are and what their role is on campus.

Name ____________________________
Role ____________________________
Name ____________________________
Role ____________________________
Name ____________________________
Role ____________________________
3.4 Who on the project team will be responsible for measuring the project’s outcomes or results?

Name ________________________________________________________________

Phone _________________________________

Email _________________________________

Part 4: Budget

Please list all items for which funding is being requested. Include both cost and request amounts for each item. Budget items may include facilities/venue cost, on-campus advertising, other publicity, advertising or graphics services, program costs, disposable supplies.

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| TOTAL |             |      |         |

4.1 If you think that your project will require ongoing or additional funding after the completion of the grant, please indicate how you plan on supporting it after that time.
4.2 Are you or will you be seeking any other funding for the project?

__ Yes

__ No

If yes, from where and what amount have you requested?

Source ______________________________________________________________________________

Amount ___________________

Part 5: Project Timeline

Please list the major milestones and expected completion dates for your project. List milestones in chronological order. Be sure to include: start date, completion date, date by which funds will be needed, date by which you expect to have spent all HCI funds, target date for submitting the final report to the Semel HCI Center at UCLA, and any other significant milestones that you envision.

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