NCAR Directorate Diversity Committee RFP Form

NCAR Diversity Committee Requests for FY10 NCAR Directorate Diversity Funds should be submitted to the Diversity Committee using this template. Please enter your text into the form fields built into the template, use your Tab and Shift+Tab keys to move forward or backward between the fields. Refer to the UCAR Diversity Fund Guidelines when preparing your request. Please contact Helen Moshak moshak@ucar.edu, ext 1112 if you have any questions.

All templates and guidelines are available at the NCAR Diversity Committee URL http://www.ucar.edu/ncardir/ncar_diversity.php

TOTAL AVAILABLE FY10 FUNDING: $56.6K SUBMISSION DEADLINES: Friday, May 14th, 2010.

PROJECT DURATION: 12-16 months, must be completed by close of FY11.

MAXIMUM REQUEST PER PROPOSAL: up to $20,000 (including overhead) (total for all years)

CO-SPONSORSHIP, INTER-LAB COLLABORATION, AND COLLABORATION WITH EXTERNAL PARTNERS: Encouraged but not required

NO-COST EXTENSIONS: subject to approval of NCAR Executive Committee and may not exceed six (6) months or extend past close of FY11

General Guidance:

- No benefit, including Diversity Funds, will be allocated to an individual based upon that individual’s race, color, religion, national origin, gender, sexual orientation, age, disability, marital status, veteran status, or any other characteristic protected by law. Individuals must be selected and/or hired without regard to these factors.
- If funds are targeted for specific individuals (e.g. relocation): the individuals must be NCAR Staff because these NCAR Directorate Diversity Funds are NCAR base funds. If funds will be used in support of a group of people, the group must include NCAR staff or benefit NCAR directly.
- Eligible proposals generally cover one year but can extend to 16 months and must be completed by close of FY11 (September 30, 2011).
- Inter-divisional collaboration, though encouraged, is not required and will not be part of the review criteria. University collaboration is also encouraged.
- Participation from UCP and EO is encouraged but an NCAR staff member must serve as the NCAR PI. Funding will remain in NCAR.
- Diversity Funds may be requested and used to pay for:
  - an entire diversity project or effort, or
  - any portion of a project that meets the goals of the fund, including travel expenses, participant support costs, materials and supplies and advertising expenses
  - that portion of an individual’s salary that is devoted to the long-term diversity project/effort
- The goal of this Request for Proposals round of the NCAR Directorate Diversity Fund is to fund internal programs and projects that increase the long term diversity of the...
UCAR/NCAR/UOP staff and contribute to enhancing diversity in the geosciences and meet one or more of the following objectives:

a) Increase or improve efforts within NCAR to reach and recruit applicants and students from groups that have historically been under-represented in the geosciences workforce and academic programs.

b) Increase diversity sensitivity at NCAR. For example, you might host or participate in diversity conferences/workshops (e.g. focusing on institutional practices and policies, leadership models, or strategies and approaches for increasing diversity).

c) Support staff or student retention efforts designed to provide professional development opportunities in improving the communication, collaboration and mentoring skills of, and resources for, all employees.

d) Welcome and nurture new students and employees and create a long-term caring community for all employees. For example, one might host workplace activities, including social activities, designed to increase the comfort level of, and inclusion of new recruits.

e) Provide education and outreach about academic or job opportunities and increase knowledge of the geosciences in general and interest in NCAR in particular with under-represented populations.

f) Support the establishment of long-term scientific, technical or education/outreach partnerships with collaborators at institutions serving underrepresented populations.

Proposal Submission Process, Deadlines and Reporting

By close of business Friday, May 14th please email the following completed and approved documents to Cindy Worster/NCAR DIR ML:

1. A signed hard copy version of the completed Proposal Template
2. A completed Budget spreadsheet using the provided template.

Proposals shall be reviewed by the NCAR Diversity Committee and ranking recommendations to the NCAR Executive Committee. The NCAR Executive Committee will make the final award decisions.

May 14th, 2010 Proposals due to Cindy Worster, NCAR Director’s Office.
May 14th – May 25th: Review Panel proposal review & recommendation period
June 8th: Review and approval by NCAR Executive Committee
June Month End: Transfer of funds by NCAR Budget and Planning Office

Reporting: A final report (2 page minimum) is required at the end of the project period. Send it to the attention of Cindy Worster.

- Include a standard DW-ART “Account Status with Extended Budgets” report for the entire project period (you may need to consolidate over multiple fiscal years)
- The purpose of the report is to share the experience and knowledge gained with other programs.
• The report will describe the outcomes, the measure of progress and success, the extent of any internal collaborations or university interactions (for reporting purposes only, not a requirement), and the value of the activity and recommended changes, and next steps, if any.
• If the funds are not spent within the approved project period, they must be returned to the NCAR Directorate.
• All reports will be posted to the NCAR Diversity Committee URL.
FY10NCAR Directorate Diversity Fund Proposal

Please enter your text into the form fields below, use your Tab and Shift+Tab keys to move forward or backward between the fields.

**Diversity Project title:** Strengthening Our Long-Term Diverse Workforce by Improving Our ESL Staff’s Communication Skills

**NCAR PI Name:** Jielun Sun  **PI Email:** jsun@ucar.edu

**Lab:** NESL Division/Program: MMM

1) Provide a one paragraph executive summary of the project.

The objective of this proposal is to fund the UCAR/NCAR CommSci ESL Group’s continuing sponsorship of a series of speech and writing classes for a period of a year. The goal is to continue to improve communication skills of the ESL staff (as well as any native speakers who wish to participate). The total requested is $10,000 without overhead and $14,910 with overhead.

2) Describe the diversity objectives of this project and the plan for accomplishing the objectives.

More than 10% of our current staff members were born in non-English-speaking countries. They are an important part of our diverse workforce. Over the past year, there is an increasing interest among the ESL staff to improve their communication skills. Many ESL and some native-English-speaking people have benefited from attending seminars, workshops, individual mentoring organized by the CommSci ESL Group since it was established in 2003. Some of the first participants continue to take advantage of current offerings to improve their skills, but the larger proportion is made up of more recently arrived scientists. Recently the NSF has increased its support for enhancing the skills of scientists to communicate the results of their work to the public and to each other, as has UCAR/NCAR. The Asian Circle in 2009 generated a resurgence of requests from ESL staff for training to improve their oral and written communication skills to enhance their career development.

In the first part of 2010, a writing seminar, a 12-week speech class, an informational seminar related to the 12-week speech class, a presentation skills workshop, and a writing workshop were organized by the CommSci ESL Group. Four of which were sponsored by HR. More than 20 people participated in the writing seminar, 6 people participated in the 12-week speech class (17 were signed up for the 12-week speech class but only a maximum of six participants is allowed, and 11 people are on the waiting list), more than 30 participated in the presentation skills workshop, and 15 participated in the writing workshop.
Improved communication skills produce efficiency, effectiveness, and a better working environment for native as well as non-native English speakers. Opportunities for collaborations and for increasing support for science among the general public are enhanced. ESL staff report that career-related opportunities expand as their communication ability in English grows.

The objective of our proposal is to fund the CommSci ESL Group’s sponsorship of the following classes:

1) Two more of the 12-week speech classes provided by Dr. Antonia Johnson of Clear Talk Communication. Each participant’s home division/lab must provide $250 to the program to ensure his or her full involvement in the program. Dr. Johnson will provide all equipment and customized textbooks to all participants for each of the two 12-week speech classes. A maximum of six people may participate in each class. (A total of $7200)

2) Two writing classes (A total of $2350)

   a) *How to improve English Professional Writing by Mastering Six Basic Grammar Rules by Dr. Johnson ($350).*

   Dr. Johnson will provide one 90-minute workshop on how to improve English professional writing communication. The workshop will address the question: Of all the hundreds of things to do to improve writing, which ones are the most important for an ESL speaker? She will discuss six essential rules for ESL writing and speaking, which are based on her expertise and interviews with 500 technical and scientific ESL individuals from 58 countries of origin.

   b) *Cut to the Chase: Surmounting the Top Five ESL Challenges to Seeing Your Paper in a Scientific Journal by Mary Golden ($2000):* Mary Golden will provide a series of six two-hour biweekly writing workshops and half-hour individual coaching sessions for eight participants, and a followup two-hour evaluation workshop a month after the final biweekly writing workshop. The tailored curriculum will be based on specific problems identified by members of the CommSci ESL Group in a 2009 survey and by Golden from participants’ writing samples submitted before the first session, and confirmed by Golden’s previous experience in leading workshops for this group and her interviews with AMS technical and scientific editors. Consideration will be given to issues that are specific to the language families of workshop participants, e.g., Sinitic, Neo-Latin and Hindi. Golden is a certified ESL instructor, a science editor for ESL authors, chief editorial assistant for *Monthly Weather Review*, founder of CommSci, and a contributor to *Eloquent Science: A Practical Guide to Becoming a Better Writer, Speaker, and Atmospheric Scientist* by David M. Schultz (2009).

2) Provide the names of co-investigators and/or collaborators (internal and external), including name and affiliation:

   None

3) Describe the expected program/activity outcomes:

Form Version 1 Date: 4/21/10
By providing our ESL staff opportunities to improve their communication skills, we demonstrate our support for our diverse staff. The proposed activities also provide an effective way to nurture employees and encourage long-term caring. While helping each other to acquire communication skills, the ESL staff becomes more familiar with each other's culture and better collaborators who actively seek mentors and mentees. They will become more confident in presenting their scientific work. All participants are encouraged to participate in or lead TableTalk, which is another program organized by the ESL group to help the ESL staff to practice their conversational skills. At the most recent TableTalk, four participants from the current speech class, four native English speakers, and one other ESL speaker engaged in an active discussion of language and cultural issues. In coming years, the trained ESL staff will lead speech and writing workshops themselves and organize cross-cultural events to enhance awareness and promote relationships among all UCAR/NCAR staff members. As they become better communicators, participants will find career opportunities opening to them and will become effective advocates for public support of science.

4) Define how the program/activity success will be measured:

Dr. Johnson will find independent listeners to test each participant's speech intelligibility score before and after each class. Participants in Mary Golden's program will be evaluated at the first, third and sixth sessions and during a followup evaluation session a month later. All participants will evaluate every class. The success of each class can be judged from the class evaluations. The result will be reported to HR, which will have the opportunity to track the publication rate and career advancement of some of the participants over time.

5) Identify the timeframe for the activity. Please include projected begin and end dates. The project must begin in the current fiscal year and may extend into the following fiscal if required.

Due to the frequency of travel by the NCAR staff during August, the first class, either the speech or one of the writing classes, will begin in September 2010. The proposed four classes should conclude by September 2011.
Proposal Budget Request

6) Complete and attach a budget using the Excel document, NCAR Diversity Funds Request Template available at https://www.ucar.edu/ncardir/internal/diversity/RFP.php

7) In the field below, please provide a brief budget justification, similar to the NSPIRES or Fastlane requirement and no more than two (2) paragraphs.

Dr. Johnson’s fee is $850/person for a group of six in each 12-week class. Each of the six participants will seek a $250 co-pay from his or her division. Therefore, we request $3600 for the purchased service of each 12-week speech class.

Dr. Johnson’s fee is $350 for the 90-minute writing class.

Golden’s fee is $2000 for seven two-hour workshops and up to eight individual half-hour coaching sessions. Her total charge is similar to what HR paid for a recent three-hour writing class for 20 participants.

8) Proposal Budget Total: $14,910 with overhead

- Two 12-week speech classes at $3600 each, for a total of $7200 PURCHASED SERVICES (does not include $250/person co-pay by divisions). The fee includes her preparation and instruction time, all textbooks, and equipment for all participants.

- Two writing classes for a total of $2350 PURCHASED SERVICES— one at $350 (1.5 hours of instruction time plus preparation) on How to improve English Professional Writing by Mastering Six Basic Grammar Rules, and one at $2000 (18 hours of instruction time plus preparation) on Cut to the Chase: Surmounting the Top Five ESL Challenges to Seeing Your Paper in a Scientific Journal.

Proposal Submission Approval

Diversity Project title: Strengthening Our Long-Term Diverse Work Force by Improving our ESL Staff’s Communication Skills

NCAR PI Name: Jielun Sun

Submitted by: [Signature]

Date 5-21-10
Approved by: [Signature]

NCAR Associate Director(s) Signature(s) Signature

Date 05/21/10
**FX10 NCAR Diversity Funds Request - Budget Template**

**NCAR Division:** MMM

**Project Title:** Strengthening our long-term divers work force by improving our ESL staff's communication skills

**NCAR PI(s):** Jielun Sun (Diversity Committee F)

**Period of Performance:**

**Date:** 5/12/2010

**Matching Funds Lab Account Key:**

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