

## Application for Minority Retention Funds

Applications for Minority Retention funds are submitted to the Minority Retention and Recruitment Committee (MRRC) and will be accepted from all non-tenured full-time faculty who are members of minority and other protected groups that are least represented in the ECSU faculty workforce, consistent with the principles of Affirmative Action (CBA 3.4). If AAUP MRR funds are to be used for travel, eligible faculty must first apply for departmental AAUP Travel funds.

The annual maximum as of March 2022 is \$1,500. Eligible faculty may also inquire about applying for MRR funds that went unused from previous years of eligibility.

Application materials are available online (see the [Office of Equity and Diversity website](#)) and **must be submitted electronically to the AAUP MRRC Chair**, Dr. Tanya Moorehead, [mooreheadt@easternct.edu](mailto:mooreheadt@easternct.edu).

Please attach an up-to-date copy of your Curriculum Vitae to this application.

Funds can be used, for example, for travel expenses, research-related expenses, books, and credentials (as per section 3.4.3 of the CBA). As per article 3.4.4 of the CBA, funds may not be used for any salary payment or stipend.

Incomplete applications will not be considered.

The Vice President for Equity and Diversity must verify the applicant's eligibility before the MRRC acts on the request for funds.

Award recipients must submit a brief (1-2 page) report to the Vice President for Equity and Diversity **within a month of the end of the semester for which the funds were awarded**, describing the benefits to the faculty member or Department and the University, and an accounting of expenditures.

1. Name

2. Department

3. Date of Proposal

4. Clearly describe the nature of the project/travel and how it will enhance your professional life, your effectiveness as a classroom teacher and/or scholar. Attach a copy of any printed material that relates to the project (1000 characters max).

5. Identify the costs of the project, specifying all expenses for which you are requesting reimbursement (**maximum \$1,500**).

6. Clearly state the time schedule for this project (1000 characters max).

7. Have you applied for or received any other funding for this activity? If yes, from which source and for what amount? If no, please state reason for not applying or reason for denial (1000 characters max).

8) If applying for funds to cover travel, have your department AAUP Travel funds been accounted for?

8. Have you received MRRC funds before? When and for what purpose/project?



## Application for Minority Retention Funds Checklist

Since these funds are intended to support the retention of qualified faculty, they will be allocated based upon the committee's judgment that the expenditure will contribute to the likelihood that a candidate will be able to attain tenure at Eastern. Therefore, any supporting documentation the applicant can provide to demonstrate how the expenditure will result in excellence in teaching or research will assist in the committee's deliberations and expedite a decision.

The following is a checklist of some examples of projects/activities that qualify for MRR funds:

- Travel expenses for conference presentation
- Travel expenses for research
- Payment for research activities/instruments/tools such as purchase of mailing lists, advertisements to recruit subjects, payments to research subjects, rental of space for experiments, etc.
- Equipment Expenses for survey design, hosting, data entry, coding, and other research assistance
- Access to databases
- Admission to libraries, archives, theaters, parks, museums, concerts, sporting events, or other research sites
- Manuscript preparation, editing and indexing
- Support for obtaining appropriate credentials
- Supplies
- Books/Journal subscriptions
- Licenses for software
- Travel expenses for conference attendance