

## **MEHP ADEI Funds Policy – FINAL 10.28.23**

In 2021, MEHP leadership set aside funds to support department members in pursuit of ADEI activities. These funds are currently available on a “spend down” basis. Department members are encouraged to think creatively about possible uses of the funds and to take full advantage of this departmental resource. Suggested uses and ideas are offered in an appendix to this policy.

### Requests for funds:

Any MEHP department member may submit a request for fund use to the ADEI Funds Subcommittee, which will be comprised of the ADEI Co-Chairs and members of the ADEI Committee. Supervisors may make requests on behalf of their team members or department members may make requests on their own behalf.

We encourage requests to support individuals or groups in the department that have been underrepresented in medicine and related fields due to discrimination and structural barriers, who have experienced socioeconomic disadvantage, or who have disabilities. For more information, please see: <https://diversity.nih.gov/about-us/population-underrepresented>

When submitting a request, please include the following information:

- Requestor name and role in the department
- A brief description of the activity to be supported with the funds, including the individual(s) or group(s) to be supported; include links, if available
- The connection between the activity and MEHP’s ADEI goals
- Any plans for the requestor or others to share learnings with the department
- The amount of the request
- Any matching/additional funds available to support the request, or a statement about why other funds are not available (e.g., from grant support, professional development funds, etc.)
- The anticipated date/timeline for fund use
- Any additional pertinent information that may be required

Please submit your request to the ADEI Co-Chairs, Holly Fernandez Lynch ([lynchhf@pennmedicine.upenn.edu](mailto:lynchhf@pennmedicine.upenn.edu)) and Tangee Streeter ([streeter@pennmedicine.upenn.edu](mailto:streeter@pennmedicine.upenn.edu)). Please also contact us with any questions about whether your idea might be a suitable use of the ADEI fund.

The subcommittee will review requests on a rolling basis. You should expect a response with either a decision or a request for additional information, typically within 1 week.

All those receiving funds will be expected to share a brief written description following the activity for ADEI reporting purposes.

### Reviewing funding requests:

- When reviewing requests for ADEI funds, the subcommittee’s most important consideration will be the strength of the connection between the activity and MEHP’s [ADEI goals](#). Given the nature of our department’s work, preference will be given to activities closely related to health equity.

- For purposes of this assessment, the committee will use the following definitions:
  - o Anti-Racism is the individual and structural work of actively opposing racism (including racial prejudice combined with power, systems of advantage based on race, and systems of oppression based on race) by advocating for changes in political, economic, and social life.
  - o Diversity includes all the ways in which people differ, including race, ethnicity, national origin, language, religion, gender, gender identity, age, disability, physical appearance, sexual orientation, marital status, parenting status, socioeconomic status, education, career stage and role, veteran status, political orientation, and more. It also involves different ideas, perspectives, and values, including those previously inaccessible or less prominent to groups traditionally represented in academic environments.
  - o Equity entails fair treatment and access to opportunities and resources. Sometimes justice demands, for the purpose of equity, an unequal response.
  - o Inclusion means bringing traditionally excluded individuals and/or groups into activities and decisions in a way that treats all members with respect and allows them to contribute fully to the departmental mission of teaching and research.
- ADEI funds may be used to support staff professional development activities, subject to the caveat below.
- Given the limited nature of these ADEI funds, requests will only be granted if other funds are unavailable to support the activity. This is especially important to consider for professional development activities that will usually be more appropriately supported by grant money or other department funds designated for that purpose.
- Strong preference will be given to supporting activities that will accrue benefits beyond any individual participant.
- Requestors may submit as many requests as they like. However, preference will be given to department members that have not previously been funded.
- There is no specific cap on the amount of any funding request (up to the limit of available funds). However, strong preference will be given to smaller requests.
- Any request for funds must meet University accounts payable requirements and represent a vendor/expense that Penn can pay.

#### Additional department support

MEHP currently covers additional ADEI activities outside the ADEI funds designated to support department member activities. These additional supported activities include:

- Monthly ADEI Open Forum discussions
- Monthly ADEI recognition events
- ADEI staff mentoring program
- At least 2 LDI SUMR fellows annually
- Costs associated with volunteering and social activities

## **Appendix: Ideas and Suggested Uses of ADEI Funds**

These ideas are intended to provide examples of appropriate uses of the department's ADEI funds. This is not an exhaustive list and we encourage department members to propose additional uses.

### Conferences and Training Opportunities:

- If there is an ADEI-related conference or training opportunity you are interested in attending, the fund may be able to support that activity. Here are previous examples we are aware of:
  - o [Association for Black Women in Higher Education](#) Annual Conference
  - o [White People Confronting Racism](#) (This training is sometimes offered at Penn; members of the department have participated and recommend the program, while acknowledging it has room for improvement.)

### Speakers:

- If there is a speaker relevant to ADEI issues that you think the department would benefit from, the fund may be able to support costs associated with that activity (e.g., honorarium, food).

### ADEI Research:

- Although the fund is unlikely to be able to offer comprehensive support, it may be able to support components of an ADEI-related research activity, such as a research assistant, statistical assistance with survey analysis, etc.

### Pipeline Programs:

- The fund may be able to support continued engagement of [LDI SUMR](#) students beyond their summer work.
- The fund may be able to support engagement of student researchers through the [Penn Undergraduate Research Mentoring Program](#) (PURM), including those working on ADEI-related projects and/or those who have been underrepresented in medicine and related fields due to discrimination and structural barriers, who have experienced socioeconomic disadvantage, or who have disabilities.
- The fund may be able to support presentations on bioethics and health policy topics to local high school students, e.g., through the [Penn Summer Biomedical Research Academy](#).

### Community Engagement:

- The fund may be able to support presentations to or other engagement with the broader Philadelphia community regarding the department's health equity and other ADEI-related work.