<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1</td>
<td>What is your current NCAA division?</td>
</tr>
<tr>
<td>Question 2</td>
<td>Institution/Conference Office</td>
</tr>
<tr>
<td>Question 3</td>
<td>Primary contact full name</td>
</tr>
<tr>
<td>Question 4</td>
<td>Primary contact email</td>
</tr>
<tr>
<td>Question 5</td>
<td>Primary contact phone number</td>
</tr>
<tr>
<td>Question 6</td>
<td>What previous years has your school/conference office applied for the grant?</td>
</tr>
<tr>
<td>Question 7</td>
<td>List the year(s) the school/conference office was previously awarded the grant.</td>
</tr>
</tbody>
</table>
Question 1
Question: Proposed job title.
Answer

Question 2
Question: Provide a detailed job description, including percentage of time commitment for each major area of job responsibility and a thorough explanation of job responsibilities.
Answer

Question 3
Question: Identify the type of candidates to be considered in the search to fill this position.

- [ ] Internal
- [ ] External

Question 4
Question: Upload your athletics department/conference office's current organizational chart.
Answer: No file chosen

Question 5
Question: Upload your athletic department/conference office's proposed organizational chart if awarded the grant.
Answer: No file chosen

Question 6
Question: Provide the name, title and short biography (500 words) for the position's supervisor(s). If more than one is listed, identify the primary supervisor. Note: Supervisor(s) must be different than the mentor(s).
Answer

Question 7
Question: Outline the ways the supervisor(s) plans to interact with the employee and how the supervisor(s) will ensure a productive work experience.
Answer

Question 8
Question: Provide the name, title and short biography (500 words) for the position's mentor(s). If more than one is listed, identify the primary mentor. NOTE: Mentor(s) must be different than the supervisor and are not required to be in the athletic department/conference office.
Answer
Question 9

Outline the ways the mentor(s) plans to interact with the employee and how the mentor(s) will aid the employee in his or her professional development.

Answer
Question 1

Explain how your school/conference is committed to diversity and inclusion.

Answer

Question 2

Explain how your athletics department is committed to diversity and inclusion. (schools only)

Answer

Question 3

Explain how your hiring strategy will guarantee a diverse candidate pool.

Answer

Question 4

List any professional development opportunities you anticipate the position will attend and why you think it will be of value to the employee.

Answer

Question 5

How will this position be exposed to other campus, conference or community groups?

Answer

Question 6

How will the employee's performance be evaluated?

Answer

Question 7

How will the success of the position be evaluated?

Answer
### Question 1
**Division II Ethnic Minority and Women's Internship Grant Grid**

<table>
<thead>
<tr>
<th>Institution or Conference Office In-Kind Contribution Options</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Stipend</td>
<td></td>
</tr>
<tr>
<td>Insurance (e.g. medical, life, dental, vision, etc.)</td>
<td></td>
</tr>
<tr>
<td>Meal Plan</td>
<td></td>
</tr>
<tr>
<td>Technology Allocation (e.g. monthly cell phone service, wireless card, software license, etc.)</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>Other, please specify:</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NCAA Contribution</strong></td>
<td>$23660.00</td>
</tr>
<tr>
<td>Salary and Wages</td>
<td></td>
</tr>
<tr>
<td>Professional Development Stipend</td>
<td>$3000.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Package</strong></td>
<td></td>
</tr>
</tbody>
</table>
Question 2

Question  Describe any benefits that are not identified in the above charts.
Answer
Question 1

Question  Upload the below signature page for the Division II Ethnic Minorities and Women's Internship Grant.

Signature page
Answer  No file chosen

Question 2

Acknowledgement:

I understand that my profile information is associated with and is considered part of my application. I acknowledge that all information included in my profile and application is accurate and up-to-date. Information provided in your profile, including contact information, demographic data, may be used as part of the application process, when relevant. In addition to dietary and special accommodation needs for attendance at NCAA events.

☐ I have read and verify that the above statements are true

Question 3

Acknowledgement:

I affirm that the institution/conference will use and accept funding if chosen in the 2020-21 grant cycle.

☐ I have read and verify that the above statements are true