Overview
The Vice President for Student Affairs is seeking proposals for funding to support activities, programs, services, equipment, or special events that address the Division of Student Affairs' Strategic Plan. Priority for funding will be given to innovative and original proposals that show strong potential to support one or more of the Division's Strategic Plan elements (https://www.ndsu.edu/vpsa/strategic_initiatives/strategic_planning/). Proposals that support first generation students, low income students, students from underrepresented groups, or that target the second-year experience, are of particular interest.

For priority consideration, proposals must be received, using the format described below, no later than 11:59 PM on July 8th, 2016. Proposals received after this date may receive consideration if funding remains available. Award decisions will be announced by August 1, 2016 for proposals received by the priority deadline.

Proposals must be sent to jeremy.penn@ndsu.edu and copied to amy.ochoa@ndsu.edu. Funds must be expended by June 30, 2017 and all applicable NDSU policies must be followed.

Funded projects in 2016-2017 that show progress during 2016-2017 are eligible for refunding in 2017-2018 pending the availability of funds and submission and approval of a new funding proposal.

While any amount of funding can be requested, most awards will be in the range of $4,000 - $15,000.

Who Can Submit a Proposal
Any staff member in the Division of Student Affairs may submit a proposal. All proposals must be approved by the corresponding department director.

Guidelines for Proposals
Proposals that are most likely to be funded will:
- Be directly related to one or more of the Division’s Strategic Initiatives.
- Have a clear need, purpose, and goals and include a mechanism to assess the success of the initiative.
- Have a reasonable and appropriate budget.
- Be innovative and represent a new approach to an issue.
- Answer every section of the proposal form shown below clearly and concisely.

Proposals are NOT likely to be funded if they:
- Include expenditures that are not directly related to the project's goals.
• Are not related to the Division’s Strategic Initiatives.
• Represent a ‘plan to have a plan’ (e.g., staff travel to a conference to learn how to do something) instead of a clear initiative or action.
• Fund regular staff salary or benefits unless a clear sustainability plan is provided for supporting that position after the end of the grant period.

Proposals will NOT be funded if they:
• Are incomplete or have sections missing.
• Include any proposed expenditure of funds that violates NDSU or Division policy.
• Were not approved by the appropriate department director.
Proposal Format
Proposals should be submitted as a Microsoft Word document or PDF file and should address the items shown below. Proposals should be clear and concise and be a maximum of five pages (plus up to 10 pages of appendices).

1. **Executive Summary**: Provide a 1-paragraph summary for your project and request for funding (500 words or less)
   a. Context of the problem
   b. General objectives of the proposal
   c. Description of the theory that supports this proposal
   d. Description for how the proposal supports one or more of the Division’s Strategic Initiatives
   e. Summary: Why should we do this? Include pluses (strengths of the idea), potentials (what this idea might make possible), and how possible concerns will be overcome.

2. **Context, need, and link to Division’s Strategic Plan**
   a. Describe the importance of this issue or topic at NDSU
   b. List the likely benefits
   c. Explain how the proposal supports one or more of the Division’s Strategic Plan elements ([https://www.ndsu.edu/vpsa/strategic_initiatives/strategic_planning/](https://www.ndsu.edu/vpsa/strategic_initiatives/strategic_planning/))
   d. If the project impacts students, describe how students have been involved in the development of the project or how they will be consulted during the implementation of the project

3. **Intended outcomes for the project**
   a. Operational or service outcomes (e.g., number of participants or attendees, satisfaction, number of users, etc.)
   b. Learning outcomes (if applicable)
   c. Describe how operational and learning outcomes (if applicable) will be assessed

4. **Methodology and project activities**
   a. List of activities
   b. List of staff involved
   c. Time table

5. **Budget**
   a. Completed budget table (shown below) – if you are unsure where an item belongs, contact Amy Ochoa
   b. Provide an explanation and rationale for each item included in the budget
   c. Is your budget specific, realistic, and detailed?
<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Amount Requested</th>
<th>Explanation</th>
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<tr>
<td>512000</td>
<td>Salaries – Other</td>
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<tr>
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<td>Salaries - Graduate Assistants</td>
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<td>Travel</td>
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<td>Supplies-IT Software</td>
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<tr>
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<td>Supply/Material – Professional</td>
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<td>551000</td>
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<tr>
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<td>Professional Fees and Services</td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$</strong></td>
<td></td>
</tr>
</tbody>
</table>

6. **Evaluation**
   a. All funded proposals will be expected to provide a brief post-project report after the completion of the project but no later than November 1, 2017. Provide a brief statement that the project proposers agree to this requirement and understand that if a report is not received the department may be required to repay any spent funds. The completion report should summarize assessment results and discussion on whether or not the project should be continued and, if so, how it could be made sustainable.

7. **Department**
   a. Include the name of the point person for the project and the financial contact.

8. **Director support (omit if the proposer is a director)**