

Success by Design Project Proposal Instructions

General Instructions:

The purpose of this document is to provide more detailed explanations of all of the fields and requirements before entering the online application form. The form cannot be saved before submission, so you may want to prepare your responses beforehand and then copy and paste into the application. Please note:

- Character limits include spaces
- All fields are required, except one and it is noted below

Proposal Application Fields	Instructions
<p>Proposal information:</p> <ul style="list-style-type: none"> Project title List of team members Proposal lead Proposal lead contact information 	<p>These fields are to provide general information about your proposal and the best contact information. If selected as a finalist, your proposal lead does not have to be the presenter. Please include the team members and their respective areas.</p>
<p>Please provide a brief project description and how it connects to at least one <i>Success by Design</i> Pillar: Access, Completion, or Career and Community Engagement (1,500 characters limit, approximately 250 words):</p>	<p>Please describe the problem you are trying to address and how your proposed project relates to a <i>Success by Design</i> Pillar.</p>
<p>Please outline the goals and outcomes of the proposed project (1,500 characters limit, approximately 250 words):</p>	<p>Provide a strong rationale for funding. Goals are broad statements that describe the overarching intended outcomes of the proposed project and outcomes are specific points or tasks to be accomplished or reached.</p>
<p>What other departments that will need to be involved, such as IT, Financial Aid, Admissions, UCAP, etc.?</p>	<p>This is to help identify potential collaborators who need to be involved to implement the initiative, but are not part of the project team.</p>
<p>Did you consult and/or include those departments in the proposal development?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>For reference to know if these areas are aware of this project proposal.</p>

<p>Describe the potential number of students impacted by this proposed project and how does this connect to Student Success (1,500 characters limit, approximately 250 words):</p>	<p>This field is to demonstrate a clear connection to student success and that the proposed project has the potential to have a significant impact on a defined and large number of students. If the proposal is a smaller project initially, please address the scalability under this response.</p>
<p>Please provide links to any other similar initiatives or relevant articles (not required):</p>	<p>This is not required. If you have evidence where similar projects are successfully implemented or other resources, like articles, please use this area to add link to those sources.</p>
<p>Outline the activities timeline (include estimated start date, completion date and major milestones):</p>	<p>Provide a clear explanation of activities with specific implementation due dates to achieve goals and outcomes.</p>
<p>Budget Request Range: Please select overall budget request range</p> <p><input type="radio"/> \$5,000-10,000</p> <p><input type="radio"/> \$10,000-25,000</p> <p><input type="radio"/> \$25,000-50,000</p> <p><input type="radio"/> \$50,000-100,000</p>	<p>This field is used to help categorize projects.</p>
<p>Budget details for non-recurring funding for proposal implementation: Justification for Budget (narrative)</p> <p>Dollar amount of request (total of operating and personnel) Operating (software, marketing materials, etc.) Personnel (consultants, release time, etc.)</p>	<p>Provide a justification to demonstrate the budget is cost effective and linked to activities and outcomes.</p> <p>The dollar amount requested, operating, and personnel are all required. Please enter zero if not requesting any funding in that category.</p>
<p>Outline how you will monitor progress and how you will define a successfully implemented project:</p>	<p>Explain how project goals and outcomes will be tracked, provide an appropriate evaluation method, and discuss the connection to explicitly stated activities.</p>