

TCNJ 2021: BOLDER, BETTER, BRIGHTER

Funding for Strategic Initiatives

Request for Proposals

PURPOSE

The College has allocated funds to support innovative, collaborative projects that advance TCNJ's strategic plan. Projects can be focused in one of two ways: (1) Strategic Priorities grants address more than one of the identified priorities in the [Strategic Priorities TCNJ 2021: Bolder, Better, Brighter](#) or 2) Signature Experiences grants focus on enhancements to one or more of [TCNJ's five Signature Experiences](#). The funding is available for fiscal year 2019 (July 1, 2018-June 30, 2019). Although the College has more needs than funding available, it has reserved strategic funds to support initiatives coming from our faculty and staff. Funds permitting, CSPP intends to issue another call for proposals in Spring 2019.

ELIGIBILITY

All TCNJ academic or other units are eligible to apply for and receive this funding. We define units broadly to include academic and staff departments, offices, programs, centers, divisions, etc.

NATURE OF PROPOSED ACTIVITIES

This funding will support initiatives that bring together **more than one** TCNJ unit in a collaborative manner. Funding cannot be used for recurring salaries, assignment buy-outs, or reassigned time, but a reasonable portion may be used for select short-term labor costs (e.g., student workers, summer support, or faculty stipends during the summer as permitted by collective bargaining agreements), or consulting fees if sufficient expertise is not available within the TCNJ community. Applicants must carefully justify the need for any funds allocated toward personnel expenses rather than programmatic activities or investments.

AWARD AMOUNTS

The College seeks to fund impactful initiatives with significant amounts of requested funding. The minimum budget for consideration is \$20,000.

SUBMISSION STEPS

Units are first invited to submit short letters of intent to CSPP (academic@tcnj.edu) by February 20, 2018 at 9:00am. After the review of these letters, CSPP will invite select applicants to submit full proposals by April 17, 2018 at 9:00am. After reviewing the full

proposals, CSPP will make recommendations to the President. The President will make final decisions on funding in consultation with the Cabinet.

EVALUATION CRITERIA

CSPP will evaluate proposals using the attached rubric. Letters of intent will be evaluated with an abbreviated rubric consisting of only the first four criteria. All invited, full proposals will be evaluated using the complete rubric. Additionally, CSPP may provide qualitative feedback concerning aspects of the proposal that are in need of further development, or other relevant stakeholders who should be involved in the development of the proposal.

SUBMISSION INSTRUCTIONS

Please direct questions concerning proposals to Rob McGreevey (co-chair of CSPP; mcgreeve@tcnj.edu) or Ieva Zake (Vice-Provost; zakei@tcnj.edu). *CSPP will not consider proposals that deviate from the requirements outlined below.*

Letters of intent should be formatted in 12-point, single-spaced, Times New Roman font with 1" margins per page. In order to be reviewed, letters must have the following characteristics:

- A title page that includes the names, units, and contact information for all co-authors of the proposal
- Outline of the initiative, its goals, and approach to address the first four criteria in the rubric (i.e., Impact, Planning, Value, and Sustainability; 2 pages maximum)
- Estimated budget, timeline to complete the project, and other ancillary materials as needed (2 pages maximum)
- Endorsements from supervisors of all co-authors (see below)

Invited, full proposals should be formatted in 12-point, single-spaced, Times New Roman font with 1" margins per page. They must have the following characteristics:

- A title page that includes the names, units, and contact information for all co-authors of the proposal
- An expanded description of the initiative that addresses the criteria in the full rubric (4 pages maximum).
- Qualifications of participants with respect to proposal activities (2 pages maximum)
- Estimated budget, timeline to complete the project, and other ancillary materials as needed (2 pages maximum)

Note: For assistance with documenting the need for a proposal or identifying indicators of success, applicants can contact Mosen Auryan (auryanm@tcnj.edu) in the Center for Institutional Effectiveness.

ENDORSEMENTS

All letters of intent must include a separate endorsement letter from the supervisors directly responsible for the authors. Endorsements document that each supervisor is aware of the submission, agrees to the time investment that his or her direct reports propose to make, and agrees that the proposal has strategic value and (if applicable) a credible plan for sustainability. The letter should not present evidence on behalf of the applicants to argue for the merits of the proposal, but supervisors are encouraged to provide their perspectives or any relevant data directly to the applicants to include in their own outline of the initiative.

The endorsement letter(s) can be quite short (e.g., one paragraph) and multiple supervisors can jointly sign the same endorsement letter, but please clarify which co-authors report to each supervisor.

FINAL REPORTS

A final report assessing the success of the initiative and future steps is due within 30 days of the end of the funding cycle. Please email final reports to academic@tcnj.edu.

**Appendix:
Evaluation Rubric for Strategic Initiatives Funding RFP**

Applying Units: _____

Score Definitions:

0 = Absent	1 = Unsatisfactory	2 = Fair	3 = Good	4 = Very Good	5 = Outstanding
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Criteria:

<p>1. Impact* <i>Does the proposal address a pressing need in the Strategic Plan? Does the proposal show potential to create significant, long-term enhancement of more than one strategic initiative? (Double Weight)</i></p>	0	1	2	3	4	5
<p>2. Planning* <i>Does the proposal offer a well-articulated plan to realize its goals, such as a reasonable timeline, consideration of necessary expertise or resources, and budget? (Double Weight)</i></p>	0	1	2	3	4	5
<p>3. Value* <i>Is the proposal cost effective? Is the anticipated impact reasonable relative to the resources invested in executing the project? (Double Weight)</i></p>	0	1	2	3	4	5
<p>4. Sustainability* <i>To what extent is the project's impact likely to endure and extend beyond this one-time financial support? Note: Proposals generally fall into one of the following three categories, all of which can be funded by CSPP: 1) one-off projects 2) pilot projects that are likely to secure alternative sources of funding after the initial year 3) ongoing projects that don't require funds beyond the first year.</i></p>	0	1	2	3	4	5
<p>5. Success <i>Have the participants identified measurable indicators of project success? How are the outcomes evaluated?</i></p>	0	1	2	3	4	5
<p>6. Reach <i>Does the proposal involve collaborations across Departments, Schools, or other Units with shared interests in its focus?</i></p>	0	1	2	3	4	5
<p>7. Expertise <i>Do the participants have the requisite skills and expertise to successfully execute the proposed project?</i></p>	0	1	2	3	4	5

Final Score: _____
Out of 50 points maximum

*Indicates criteria used to evaluate letters of intent.