**University Strategic Initiative Application**

Spring 2019 Question Template

Proposals will be accepted only via Penn State’s [online application](https://psu.infoready4.com/#CompetitionsDetail/1778626) submission process. This document is being provided for your personal use only to prepare and edit your application. It should NOT be used to submit your application. Applications are due in [InfoReady](https://psu.infoready4.com) on January 31, 2019 by 11:59 p.m.

*\* Indicates a required question*

1.\* Initiative title (12 word limit)

2.\* Please provide a 2-3 sentence summary of the proposed initiative. (50 word limit)

3.\* Your name, job title, Penn State email address, campus, and primary departmental affiliation(s)

4.\* PRIMARY THEME: Which Steering Committee should evaluate your proposal? To which Thematic Priority or Supporting Element does your proposal MOST closely relate?

* Advancing the Arts and Humanities
* Constituent Outreach and Engagement
* Driving Digital Innovation
* Enhancing Health
* Infrastructure and Support
* Organizational Processes
* Stewarding our Planet’s Resources
* Transforming Education

5. Names, titles, and project roles of other CORE collaborators (ex: David Smith, Professor of Engineering – Project co-lead). (150 word limit) A core collaborator is someone who has an ACTIVE role in the project or someone who commits significant resources to the project. Up to 5 core collaborators will be contacted for verification of support. You can request these letters from collaborators during the draft stage of application (see below). The definition of a collaborator is available at [strategicplan.psu.edu/rfp/FAQ](http://strategicplan.psu.edu/rfp/faq/) .

6. List other collaborators who are part of the extended project team who have committed to participating in, housing, or sponsoring the initiative if funded. Include their titles, departments, programs, institutes, other units, organizations (internal or external), and/or campuses. Briefly describe their role in the project. Reminder: strong proposals will span across multiple units. (200 word limit)

7.\* Please briefly describe the components and goals of your proposed strategic initiative. How is your proposal strategic? What will your initiative do, who will it involve, who will it benefit, who is the target audience, etc.? (500 word limit)

8.\* Please describe how your proposed initiative contributes to the PRIMARY Thematic Priority or Supporting Element you selected above. You should clearly and specifically identify your proposal’s potential contributions to this theme. If you believe that your initiative brings together multiple priorities or elements, please describe how. (250 word limit)

9. SECONDARY THEME(S): To what OTHER Thematic Priorities or Supporting Elements does your proposal also relate? Please pick up to 2 (do not include your primary theme in your selection).

* Advancing the Arts and Humanities
* Constituent Outreach and Engagement
* Driving Digital Innovation
* Enhancing Health
* Infrastructure and Support
* Organizational Processes
* Stewarding our Planet’s Resources
* Transforming Education

10.\* Which of the plan’s Foundations does your proposal support? Please pick all that apply.

* Enabling Access to Education
* Engaging our Students
* Fostering and Embracing a Diverse World
* Enhancing Global Engagement
* Driving Economic Development
* Ensuring a Sustainable future

11. \* How does your initiative integrate with this/these Foundation(s)? (250 word limit)

12. If the initiative would draw upon one or more existing projects, explain this context, including any available information or evidence (e.g., results of any pilot or preliminary work), and clarify how the initiative would now go beyond what has already been achieved in the existing project(s). (250 word limit)

13.\* Indicators of success: How will you evaluate progress? (250 word limit)

14.\* Implementation timeline: What are the major milestones and work schedule?

15.\* Every action and every plan involves potential rewards and risks in both the implementation and outcome. What are the foreseeable risks and potential barriers to success that might impact the achievement of this plan? How will you mitigate those risks? (250 word limit)

16.\* Total budget requested: $50,000 - $250,000. (Upload supporting budget worksheet)

17. \* Please describe any existing or anticipated project funding including source and amounts. This includes internal or external sources (internal seed grants, departmental funding, federal awards, private philanthropy, etc.). (250 word limit)

18. \* If your initiative does not conclude within the duration of the grant, how do you anticipate sustaining this initiative and required personnel/resources beyond the seed grant? Please list any potential funding sources you have identified (ex: public agency, foundation, corporate, or individual donors that might support the initiative; revenue streams the project might generate, etc.) (100 word limit)

\_\_\_\_Additional information requests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Letters

You may request up to 5 Reference Letters from your collaborators for this competition. These should be sent to people who will be providing resources to the project and/or will actively be participating in the project implementation.

The reference letter requests will either be sent upon submission of your application, or by clicking 'Send Letter Request' from a saved draft of the application. You will be able to view these letters once they are submitted.

Please add your name to the letter below and set reminders for letter writers.

The deadline to receive reference letters is February 7, 2019.

InfoReady will send the following email to up to 5 core collaborators to confirm their support and commitment. These letters can be requested during the draft stage of the application.

*Letters of support are requested for collaborators who will be 1) providing resources to the project and/or 2) will actively participate in the project implementation if funded. A two to three sentence letter may letter be sufficient. Your letter of support should briefly describe:*

* *Your (or your unit’s) resource contribution to the project (e.g., approving faculty release time or staff support, providing space or physical resources); and/or*
* *Your role in the proposed project (e.g., leading the project implementation team during a certain timespan, teaching a course, conducting analysis).*

*The deadline for your submitted reference letter is February 7, 2019 at 11:59 PM.*

Supporting documents to be uploaded:

\* Budget Worksheet. Please provide a basic budget request including major line items (e.g., staffing, equipment, space needs) based on the attached Budget Worksheet. ([Budget template](https://sites.psu.edu/strategicplan/files/2018/11/Budget-Request-Template-1kac82m.xlsx) can be downloaded from the Competition Files found above on the right.)