

MOUNT ST. JOSEPH UNIVERSITY
TRANSFORMATION 2025 STRATEGIC FUNDING REQUEST FORM

Please submit a completed application to Lisa Tinsley at lisa.tinsley@msj.edu.

PART I. OVERVIEW OF APPLICATION PROCESS

In order to support the innovation necessary to achieve the strategic goals and objectives contained in the Transformation 2025 Strategic Plan, the University has implemented the “Transformation 2025 Strategic Funding Process.” This process enables faculty and staff to apply for funding to support initiatives that will directly further Transformation 2025 goals and objectives.

Initiatives qualified for funding consideration include those that:

- do not currently exist elsewhere at the University;
- are not part of an existing School or Department program or budget;
- are directly connected to a specific goal or objective of Transformation 2025;
- are supported by a Transformation 2025 Institutional Priority Team/Committee;
- are not otherwise subject to funding from other University sources (*i.e.*, **new strategies related to Strategic Enrollment Planning should continue to be submitted to the Innovation Team for funding consideration-** https://mymount.msj.edu/ICS/Transformation_2025/Innovation_Team.jnz).

Qualified applications will be reviewed for funding consideration by a committee of individuals involved in the Transformation 2025 implementation process. Incomplete applications will not be considered. Qualified applications will be reviewed and decisions will be communicated by email to the applicant approximately 2-4 weeks after submission.

The University appreciates the time and commitment of all faculty and staff who submit applications through the Transformation 2025 Strategic Funding Process. Available funding through this process is limited. Applications should be thorough, address all required submission questions in Part II, verify the applicant’s willingness to comply with all requirements set forth in Part III, and anticipate questions of the committee by providing advanced detail whenever possible.

PART II. CASE FOR SUPPORT

Please provide a case for support for the proposed initiative as set forth below. Attach documentation, but *no more than 2 pages*. The case for support ***must*** include all of the following elements:

- Description of initiative
- Purpose and key anticipated outcomes
 - Provide specific connections to the Transformation 2025 Plan
- Individuals responsible for execution
 - Additional individuals involved in execution, if any
- Timeline for execution
- How success will be measured?
- How will success be determined?
- Amount of funding requested
 - Provide a line item budget for the use of all requested funds
- Is innovative (e.g. does not currently exist elsewhere at the University; is not part of an existing School or Department program or budget; or is not otherwise subject to funding from other University sources)
- Is directly connected to a specific goal or objective of Transformation 2025
- Is likely to succeed—consistent with the definition and measure(s) of success previously defined in the proposal

Inclusion of the following elements is ***not required***, but may strengthen a case for support:

- Documented support by one's supervisor
- In the case of a multi-year project, plan for sustaining the work beyond the funding year (e.g. through grants or revenue)

Incomplete cases for support will be returned to the author(s) and will not be considered.

PART III. UNIVERSITY POLICIES AND FUNDING REPORTS

Transformation 2025 Strategic Funding awards are subject to all University policies and finance procedures. In addition, a funding report for each initiative that receives an award in spring 2022 is due no later than **May 16, 2022** and must be submitted to Lisa Tinsley at lisa.tinsley@msj.edu. Funding reports shall be at least two pages in length and shall include a detailed description of the following:

- Financial statement for the initiative
 - Detailed record of all expenditures using awarded monies
- Projects and activities funded
- Persons involved and impacted
 - Testimonials are encouraged
- Lessons learned from the initiative
- Measures of success/impact
 - Data-driven determinations based on assessments pre- and post-initiative
- Future plans and sustainability

The faculty or staff member who is the applicant below is responsible for ensuring that all University policies and finance procedures are followed and that the funding report is completed and submitted by the deadline with respect to the applicable initiative. The applicant's signature below verifies the applicant's understanding of the expectations outlined in this application for any Transformation 2025 Strategic Funding awards.

Applicant's Signature: _____ Date: _____