

Mines Signature Student Experience Faculty Senate Funding 2020/21 Request for Proposals

Background and Summary of Process and Requirements

The Executive Committee of the Board of Governors for the Colorado School of Mines Foundation (Foundation) approved a one-time grant to support Colorado School of Mines (Mines) in achieving its MINES@150 strategic plan goals. Through the President's Office, \$500K of those funds are being made available for a program driven by the Mines Faculty Senate. This program is intended to increase faculty participation in MINES@150 efforts and the funding will support MINES@150 student signature initiatives conceived and delivered by Mines Academic Faculty.

To be consistent with the Foundation's intent, the designated funds can only be used to fund new initiatives and programs that are:

- directly related to the MINES@150 strategic plan [playbook attached: <https://www.mines.edu/president/wp-content/uploads/sites/58/2018/10/MINES150-Campus-Playbook-100518-reduced.pdf>]
- have high potential for long-term impact and sustainable operation
- have high potential to attract private support by inspiring others

Introduction: Signature Student Experience proposals will be evaluated by the Faculty Senate, which will then make recommendations to the President's Office and Mines Foundation for final funding approval. The Faculty Senate Signature Student Experience Sub-Committee (Committee) was established to solicit and provide initial review and support to faculty on their proposals. The top proposals will be recommended for funding based on merit and alignment with the proposal guidelines.

Signature Student Experience proposals will be considered during December of 2020. Expressions of interest should be submitted by November 2, 2020 to senate@mines.edu. Expressions of interest would include name of proposer(s), department(s), and project summary [<150 words]. All proposers will then be invited to a work session in order to provide proposal assistance and proposal evaluation Q&A. Final proposals should be submitted to senate@mines.edu by November 30.

Eligibility: Proposals can be submitted by any Academic Faculty. In addition, collaborative proposals can be submitted from any joint Faculty, Library and/or Mines organization. Only proposals meeting the criteria outlined in the attached Guidelines will be considered for funding.

Questions about proposal submissions, the review process, or other related concerns can be submitted to the Committee via e-mail: senate@mines.edu. Please feel free to seek advice or ask questions of any Committee member.

Guidelines and Instructions

1) Proposals should focus on the initiation of sustainable signature student programs, curriculum or activities that contribute to creating a differentiated student experience and truly distinctive graduate (relative to engineering and science education at other first-choice/top-of-mind universities). Proposals may not be used for any department's funding shortfalls.

- 2) Priority will be given to proposals that have a positive impact to the largest number of students which provide a distinctive learning environment as noted above, and can be self-sustaining following initial funding.
- 3) Proposals should focus on initial investments for programs, activities or curriculum resources. Ongoing operational costs will receive lower priority for funding and may not be considered.
- 4) Cross university and private collaboration— both direct and “in-kind” are encouraged and will increase the favorability of the proposal.
- 5) If more than one proposal is submitted from an individual or organization, the individual or organization must submit a priority order for consideration of all submissions.
- 6) Department Heads, where appropriate, should be aware of and approve proposals. Letters of endorsement of proposals will be viewed favorably.
- 7) The stated impact of the proposal must be accurate and honest. Misrepresentation of potential impact to students will result in rejection of proposal.

Additionally:

- Proposal writers are encouraged to seek advice and ask questions of Committee members or by sending an email to senate@mines.edu prior to writing or submitting proposals.
- Small to moderate scale pilot projects to evaluate the viability or impact of a planned proposal are encouraged.
- Matching Funds: Both direct and “in-kind” matching funds will increase the likelihood of your proposal being funded. These committed funds, while providing additional value, are not a proposal requirement.
- Proposals requesting reimbursement of already expended funds will not be considered.

Submission Process and Evaluation Criteria

Proposal Submission and Deadline: Expressions of Interest must be submitted electronically, one PDF file for each proposal, no later than November 2, 2020 by 5:00 pm. Expressions of interest would include name of proposer(s), department(s), and project summary [<150 words]. PDF files should be submitted via e-mail to senate@mines.edu .

Proposal assistance zoom sessions will be held on November 9 from Noon-2pm and November 12 from 3-5 pm. Proposers may choose either session to attend for proposal assistance and feedback.

Final Proposals with cover sheets and supplemental information as needed must be submitted electronically, one PDF file for each proposal, no later than November 30, 2020 by 5:00 pm. PDF files should be submitted via e-mail to senate@mines.edu .

Evaluation Criteria: Specific criteria used by the Mines Executive Committee and the Faculty Senate to evaluate proposals include:

- The number and diversity of students who benefit;
- Alignment with the Mines@150 Strategic Plan concerning Signature Student Experiences which produce distinctive graduates;

- Extent of Cross Department, organization, alumni and external partners collaboration;
- Contribution of direct or “in-kind” matching funds;
- Department/organization commitment to ability to make the activity or curriculum self-sustaining;
- Expansion of offerings and diversify delivery, in particular for professionally-oriented pre- and post-graduate education; and
- Opportunity to be more innovative and entrepreneurial.

Short listed proposals will be asked to provide a proposal overview to the faculty senate and Mines executives in early December prior to final proposal selection.

Departments and other eligible organizations are encouraged to seek or develop funding from other sources to support or implement some projects. Those leading projects as well as the Faculty Senate will be asked to provide updates on the projects to the Mines Foundation and the President’s Office.

Format and Content

For requests less than \$50,000, submit only the two-page Signature Student Proposal Worksheet. See attached file.

All requests over \$50,000 must use the Signature Student Proposal Worksheet and include the sections listed below, printed in 10 point or larger font. Each section shall be limited in length as noted. The committee reserves the right to reject proposals that do not follow the required format and/or do not provide adequate information, including quotes.

- SIGNATURE STUDENT PROPOSAL WORKSHEET (2 pages)
- STRATEGIC BASIS FOR PROPOSAL (Maximum 1 page)
- EDUCATIONAL AND OTHER BENEFITS THAT WILL ACCRUE (Maximum 1 page)
- BUDGET DETAILS AND NARRATIVE (Maximum 1 page)

For more detailed information about the proposal format and content sections described above, and the submission process and evaluation criteria, please review the Submission process above and enter into discussions with the Signature Student Faculty Senate Sub-Committee.