Procedure for Seeking Funding for Projects and Programs

**PROCESS**

1. Idea is generated by faculty/staff
2. Faculty/staff member writes full description of proposal and addresses criteria for consideration
3. Proposal is discussed and shared with department head/supervisor or Dean
4. If accepted by department head/dean, they present proposal to the Vice Chancellor for University Advancement
5. Proposal brought forward to the Chancellor and/or Chancellor’s cabinet for consideration. Department head/faculty may be asked to present if desired
6. Proposal is evaluated by the Chancellor and/or Chancellor’s Cabinet on how well it meets the criteria and institutional priorities the department head/Dean and faculty/staff member is notified of the decision

**CRITERIA**

1. Give a full description of the idea and include information about who will be involved/participate and the benefits to students, faculty, staff and the University.
2. Does this idea for a program/event/project/research fit the mission of this University? This department? If so, how?
3. How does this idea fall into the fundraising priorities of the University (as outlined by the Chancellor’s Cabinet).
4. What resources (financial/staffing, etc.) will be needed to design, plan and implement this program/plan? (Who, what, where, when, and how? Include outline of a budget for the plan)
5. Who would spearhead this project and see it from start to finish? (Is the one who generated the idea willing to champion it from start to finish?)
6. How will this program/project be marketed? To whom? Target audience/participants?
7. How will this idea/project/event be sustained (if appropriate) over time? How would it be funded into the future?
8. How will this event/program/project be evaluated?