

**DESIGN A PROCESS TO SOLICIT, SELECT, FUND, MONITOR
& ASSESS SPECIAL PROJECTS IN SUPPORT OF THE
TCU VISION IN ACTION (VIA) STRATEGIC PLAN**

TOPICS	PURPLE GROUP	RED GROUP
Eligibility	<ul style="list-style-type: none"> • TCU community (faculty, staff, students) with full-time sponsor • Alumni/Community group with full-time sponsor (faculty, staff, students) 	Content Eligibility – Does it meet any University VIA goal?
		Eligibility – Who is eligible – groups, individuals <ul style="list-style-type: none"> • Any University employee or group • Student groups and individual students with university sponsorship • No one outside university without university sponsorship • Establish approval process • Open and inclusive process
Timing	<ul style="list-style-type: none"> • Batch submission with semi-annual time frame • Disciplined approach • Deadline dates 	<ul style="list-style-type: none"> • Annually • Not aligned w/fiscal year • Later deadline (around March) • Anticipated notification funded and non-funded proposals by the end of April • Proposals due late in February
Time Line	<ul style="list-style-type: none"> • Finite Funding • Competitive renewable on cycle (up to two years) • Withdrawal possible if not meeting goals 	Time Line Duration - <ul style="list-style-type: none"> • Multi-year projects contingent on annual review • Three-year max funding
Size of Grants	<ul style="list-style-type: none"> • Soft target up to 20% of total amount available • 10% per year over life of grant 	<ul style="list-style-type: none"> • No max grant awards • Can award less than requested • Minimum \$10,000
Variations by Size	<ul style="list-style-type: none"> • No difference/same process • Evaluate process after one year 	<ul style="list-style-type: none"> • One process regardless of size of award
Nature of Grants	<ul style="list-style-type: none"> • Transformational grants will be either finite or 	<ul style="list-style-type: none"> • No limits on nature of grant

TOPICS	PURPLE GROUP	RED GROUP
	<p>continuous; continuous grants will require a strategy for transition from VIA funding to permanent funding.</p>	<ul style="list-style-type: none"> • Number of students served is not an issue
<p>Format</p>	<ul style="list-style-type: none"> • Impact – (tied to TCU Mission, value added, \$ added) • Cost – (resources - \$, staff time, etc. budget) • Detailed measurements/assessable outcome • Project team (principle sponsor) • External benchmarks • What/who doing • Everyone knows what ground rules are • Letters of support and agreement • Units involved/willingness to participate • Review of prior research • Review of comparable advantage in market/uniqueness of program • Compliance guidelines/national trends • Classification of participants/principle • Limit number of pages <p><u>Process</u> –</p> <ul style="list-style-type: none"> • Pre-proposal • Proposal scoring • Time-line • Full proposal by invitation • Coaching once invited back – aligning w/VIA <p><u>Criteria</u> -</p> <ul style="list-style-type: none"> • Transformational impact (# of students affected and intellectual discovery) • Return on investment • Is it well-defined, logical, clear and readable? • Ongoing funding – finding source • Interdisciplinary and cross functional • Planning, logic and measurable outcomes 	<ul style="list-style-type: none"> • Brief executive summary • Statement of purpose to incorporate linkage to VIA goals and other VIA initiatives • Description of project and measurable results • Project manager(s) and staff • Time-line including annual outcomes • Budget with projection for on going funding if applicable. • Non-VIA funds • Assessment methodology • Appropriate division endorsements (including all units responsible for project implementation) • Maximum 10 pages total

TOPICS	PURPLE GROUP	RED GROUP
	<ul style="list-style-type: none"> • Feasibility 	
Assessment		<ul style="list-style-type: none"> • No standard amount set aside for assessment costs • Assessment budgeted • Assessment sufficient to • show project has met goals
Monitoring		<ul style="list-style-type: none"> • Annual assessment – supervisory (endorsers) to cabinet • Expenditures follow university policies vs grant policies
Transparency		<ul style="list-style-type: none"> • All funded proposals posted on web • Submission criteria posted online • Reviewers are both elected and appointed • Summary of funding including department, project, and funding level • Annual Assessment Report • Process for notifying non-funded projects
Reviewers	<ul style="list-style-type: none"> • Committee with Ex-Officio w/particular expertise such as financing • Well-rounded, cross representational committee not excluding any level and including provost 	<ul style="list-style-type: none"> • Reviewers make recommendation to Provost • Reviewers both elected and appointed • Number of reviewers <ul style="list-style-type: none"> Staff Assembly -1 Faculty Senate - 1 Student Government -1 Provost – 3 Student Affairs – 2 Ex-Officio <ul style="list-style-type: none"> Finance – 1 Advancement – 1 Communication – 1 • Provost appoints chair • Serve maximum of 2 years • 50% rotate off each year • Support staff to be determined • Reviewers charged to have institutional view point • Reviewers to develop feedback mechanism

TOPICS	PURPLE GROUP	RED GROUP
		<ul style="list-style-type: none"> • Reviewer commitment 4-6 weeks (Feb.--mid-March) • Reviewers may submit proposals but may not vote on their own proposal
Other	<ul style="list-style-type: none"> • Committee to review % allocation on annual basis • Best practices for RFP • Level of achievement vs progress • Grant funding history for grantee 	<ul style="list-style-type: none"> • Funding not a substitute for budget process • Monies will rollover

**Projected Budget for VIA Funding
Five Year Projection**

1.8	1.8	1.8	1.8	1.8
	2.2	2.2	2.2	2.2
		2.5	2.5	2.5
			2.7	2.7
				2.5
Totals 1.8	4.0	6.5	9.2	11.7