



# IUPUI

## IUPUI Welcoming Campus Innovation Fund: Round II Guidelines and Process

### **Important “23” Dates to Remember:**

February 23, 2018: Letters of Intent Due

March 23, 2018: Full Proposals Due

Week of April 23, 2018: Notification of Funded Projects

### **Purpose:**

- Provide internal grants of up to \$25,000, with a match by the proposing unit, to support implementation of recommendations emerging from the [Welcoming Campus Initiative](#), specifically related to these themes:
  - Creating a Vibrant and Inclusive Student Experience
  - Designing an Accessible, Inspiring Urban Campus
  - Investing in Faculty and Staff
  - Communicating Who We Are
  - Engaging and Integrating with the Community
- Seed investments that can contribute to and support IUPUI’s 50<sup>th</sup> Anniversary Year, July 1, 2018, through June 30, 2019
- Foster collaboration across IUPUI’s various academic and administrative units
- Identify ways to scale and sustain the project, ideally through ongoing philanthropic support
- Evaluate the effectiveness of the project’s goals, activities, and outcomes

### **Eligibility to Submit a Proposal:**

- IUPUI full-time faculty and staff members
- Registered student organizations, including student government (USG and GPSG)

### **Match Requirements:**

- In-kind contributions, departmental funding, and/or philanthropic commitments
- Letters of support from the proposing unit’s *leader* and *fiscal officer* (primary RC fiscal officer) required, identifying source and amount of match

### **Evaluation Criteria for Project Proposals:**

- The project is aligned to one or more of the Welcoming Campus Initiative themes
- The project is collaborative in nature and the project’s activities and impact will transcend more than one academic or administrative unit at IUPUI
- The project can be reasonably developed and potentially implemented during IUPUI’s 50<sup>th</sup> Anniversary Year, July 1, 2018, through June 30, 2019
- The project articulates clear goals, activities, and outcomes
- The project identifies specific audiences or stakeholders who would participate in, or benefit from, project activities
- The project explains ways in which it might be scaled and sustained after initial implementation, including identifying potential sources of ongoing support (e.g., philanthropic opportunities)
- The project presents a plan to evaluate its effectiveness
- The project budget is appropriate, conforms to IU policy, and includes the required match

### **Proposal Review Committee:**

- A proposal review committee will be named by the Chancellor in February 2018.
- Committee membership will reflect the stakeholder-driven process that has generated the recommendations for IUPUI's Welcoming Campus Initiative and will include faculty, staff, students, alumni, Senior Academy members, and community members.
- Depending upon the content and nature of proposals, as determined by a review of Letters of Intent, additional reviewers with relevant subject matter expertise may be appointed to the proposal review committee.

### **Timeline:**

- Week of 1/15/18: Campus Announcement About Fund Round II Guidelines and Process
- 1/22/18: Orientation Workshop on Developing Fund Proposals (option #1)
  - 10:00-11:00am, Lilly Auditorium, University Library
- 2/9/18: Orientation Workshop on Developing Fund Proposals (option #2)
  - Noon-1:00pm, Lilly Auditorium, University Library
- 2/19/18: Orientation Workshop on Developing Fund Proposals (option #3)
  - 4:00-5:00pm, Lilly Auditorium, University Library
- 2/23/18: Letters of Intent (LOI) Due
  - See **Appendix A** for information about developing/submitting the LOI
- 3/23/18: Full Proposals Due
- Week of 4/23/18: Notification of Funded Projects with Campus Announcement to Follow
- 5/9/18: Awardee Workshops to Plan for Implementation (option #1)
  - 9:00-10:30am, University Hall 1006
- 5/11/18: Awardee Workshops to Plan for Implementation (option #2)
  - 1:00-2:30pm, University Hall 1006
- 7/1/18—6/30/19: Project Year, including Meetings, Status Reports, and Showcases

### **Examples of Current and Potential Projects:**

- For descriptions of currently-funded Welcoming Campus Innovation Fund projects, please see a [listing of inaugural projects](#).
- Each Welcoming Campus Innovation Fund proposal must relate to one or more theme from the Welcoming Campus Initiative. These themes are described below:

***Creating a Vibrant and Inclusive Student Experience.*** Projects supporting this theme will contribute to IUPUI's goals for student success by focusing on ways in which IUPUI can create a more welcoming campus for students and strengthen students' sense of connectedness and belonging.

***Designing an Accessible, Inspiring Urban Campus.*** Projects supporting this theme will promote pride and engagement through activities and enhancements to IUPUI's physical space.

***Investing in Faculty and Staff.*** Projects supporting this theme will demonstrate strategies and approaches that can foster ongoing commitment by employees to IUPUI as well as by IUPUI to its employees.

***Communicating Who We Are.*** Projects supporting this theme will result in experiences and approaches that foster greater connection with IUPUI through greater understanding of who we are as a campus.

***Engaging and Integrating with the Community.*** Projects supporting this theme will foster connections within IUPUI and the broader community through events and activities that promote engagement.

**NEW for Round II: A Focus on IUPUI's 50<sup>th</sup> Anniversary:**

- As IUPUI prepares to celebrate its [50<sup>th</sup> Anniversary](#), proposals are encouraged that contain these elements:

***Service Projects in the Community.*** One of the goals for the 50<sup>th</sup> Anniversary is to develop and implement service projects that have impact beyond the campus. Proposals are encouraged for legacy projects that build on existing and emerging community partnerships, as identified in collaboration with IUPUI's [Office of Community Engagement](#). Such projects would contribute to important 50<sup>th</sup> Anniversary goals:

- Recognize IUPUI's Purpose, Place, and Potential – celebrating the urban learning and living advantage of IUPUI's campus, including sharing voices and stories about the impact IUPUI has made in the lives of individuals and communities, locally and beyond.
- Reflect the reciprocal nature of IUPUI's relationship with the City of Indianapolis and its residents.

***Engaging the Community on our Campus.*** For IUPUI to achieve its goal of being more welcoming to the community, we need to develop activities and programs that bring members of the community to campus. The Welcoming Campus task forces suggested targeting event invitations to a community audience, creating a distinguished lecture series, and aligning campus activities with community events. Collaborative proposals with community partners are encouraged for events to be held on the IUPUI campus that reflect our mission and that will attract an audience of community members and alumni, in addition to members of the campus.

***"50 Years in Indy. Countless Success Stories."*** This is the tagline for the 50<sup>th</sup> Anniversary and we hope the Anniversary Year will be rich with stories that reflect and create community through diverse perspectives and experiences. In collaboration with the 50<sup>th</sup> Anniversary Communications Committee and others, proposals are encouraged that would help ensure we gather an abundance of rich perspectives of what it means to have been influenced by IUPUI, whether as a student, faculty, staff member, alumnus, or community member, including "unsung heroes" and champions of IUPUI.

***Student-led Projects.*** Some of the most exciting and energetic ideas for the 50<sup>th</sup> Anniversary planning came from students. Proposals from student organizations or otherwise involving students are encouraged for Anniversary Year activities that will build spirit and pride, create community, engage students, and perhaps leave a legacy (e.g., establishing a new tradition).

## Appendix A: Information Needed for Letters of Intent

Letters of Intent (LOI) for the [Welcoming Campus Innovation Fund](#) are due by 5:00pm on Friday, February 23, 2018. The LOIs will be used to aid in the selection and composition of the proposal review committee and to help campus administration prepare for the proposal review process. **The one-page LOI should be submitted to [wcifund@iupui.edu](mailto:wcifund@iupui.edu).**

At the time of LOI submission, we recognize that project ideas may not be fully formed, that additional collaborators may be subsequently added, and that more specific details will be presented at the time of the full proposal submission. Nevertheless, we would appreciate receiving the following information in the LOI, which is limited to one-page and should contain these five items:

1. Contact information of person submitting proposal, including title, IUPUI affiliation, email address, and phone number.
2. The [Welcoming Campus Initiative](#) theme(s) to which the proposal is aligned. These are:
  - Creating a Vibrant and Inclusive Student Experience
  - Designing an Accessible, Inspiring Urban Campus
  - Investing in Faculty and Staff
  - Communicating Who We Are
  - Engaging and Integrating with the Community
3. IUPUI units/departments/divisions/student organizations intended to be involved in the project. Note that the project must be collaborative in nature. Please identify the lead submitter who is submitting the LOI on behalf of all collaborators.
4. A very brief (3-4 sentence) description of the project's goals and activities, including specific audiences or stakeholders who would participate in or benefit from the project.
5. Anticipated amount requested from the Welcoming Campus Innovation Fund, including likely source(s) of match. The maximum amount to request from the Fund is \$25,000. A letter of commitment from the lead submitter's *unit leader* and *fiscal officer* (primary RC fiscal officer) will be required at the time of full proposal submission, but is not necessary when submitting the LOI.

Full proposals for the Welcoming Campus Innovation Fund are due by 5:00pm on Friday, March 23, 2018. **Upon receipt of the LOI, lead submitters will receive additional instructions about how to submit a full proposal.** Additional questions about the Fund may be directed to:

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