2016-2017 Chancellor's Innovation Fund

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Award Amount:	$5,000 - $50,000*
Proposal Submissions Due:	September 2, 2016
Notification of Awards:	September 19, 2016
Award Period:	September 19, 2016 – June 30, 2017
Principal Applicant:	Chief Academic, Student Services, or Workforce Development Officer
Letter of Support:	President or Executive VP

Collaborative projects (involving two or more colleges) will be considered at the higher award level

Purpose

The purpose of the Chancellor's Innovation Fund (CIF) is to support innovative projects that closely align with the VCCS Strategic Plan, Complete 2021. The Chancellor and CIF Review Committee are especially interested in proposals that explore innovative and novel solutions to supporting student success through Guided Pathways.

For 2016-2017, submissions should support goals/initiatives as outlined in the Final Action Plan submitted at the conclusion of the *Student Success Leadership Institute** by each VCCS college. The VCCS Student Success Center Steering Committee will serve as the CIF Review Committee for this award year. This committee is comprised of faculty and administrators representing Virginia's Community Colleges.

*The Student Success Leadership Institute 2015-2016 (SSLI) was an intensive program involving college leadership teams at all 23 colleges (faculty, chief academic and student services administrator, institutional effectiveness, and college presidents). At the conclusion of the institute, each team developed and submitted a Final Action Plan that was reviewed and approved by the president. You may contact your chief academic or student services administrator to learn more about your college team and the Final Action Plan.

Grant funds may be used in support of the following areas:

- Structured Program Design and Implementation
- Meta-Major Design and Implementation
- Increasing Application Yield
- Onboarding and Advising
- Targeting Risk and Intervention
- Outreach and Student Resource Development
- Student Services Program Development in Support of Guided Pathways
- Completion, Employment, and/or Transfer Resources
- Career Exploration and Program Placement
- Accelerating Student Progress through Credit for Prior Learning

What Makes a Good CIF Project?

Due to the relatively short-term nature of CIF grant funds and the expectation that funded projects will produce outcomes fairly quickly, careful thought should be given to the overall scope of your proposed project. While not an exhaustive list, successful CIF proposals have shared the following features:

- Targeted projects with limited scope
- Collaborative, multi-institutional partnerships
- Innovative use of technology
- Local college support- both in infrastructure and resources
- Measureable project outcomes

Proposal Requirements

Each CIF project proposal is required to:

- Strongly align with the Final Action Plan submitted by your college to the 2015-2016 *Student Success Leadership Institute*
- Demonstrate evidence of need, supported by data
- Produce deliverables that can be used by other colleges at the conclusion of the grant cycle
- Include an assessment plan to measure expected outcomes to determine project success

To make your proposal competitive, it is highly recommended that each project:

- Build on existing college infrastructure
- Include collaboration between college departments, other VCCS colleges, and community partners, such as school divisions, workforce boards, economic development organizations, community based nonprofits, etc
- Be sustainable and scalable (we are not seeking to fund boutique programs with limited impact)
- Effectively integrate relevant technology
- Promote, support, and improve student success, including students from underserved populations
- Focus on high demand and high growth workforce needs
- Identify and secure source(s) of matching funds and/or in-kind funds

Guidelines for the Use of Funds

Upon acceptance of the award, the amount funded will be disbursed to the primary applicant's institution for expenditures that align with the project goals and budget. Unused funds must be returned to the VCCS at the end of the award period.

Allowable expenses to support the goals of the project include:

• Faculty reassigned time for program planning and/or course development
(Faculty summer contracts ending June 30 are allowable)

• Professional development that supports award deliverables, which may include expenditures for registration and minimal travel per state travel regulations

• Support to develop, expand, or strengthen collaborative relationships with other VCCS, K-12, workforce boards, economic development organizations, or business and industry partners (for example, meeting expenses)

• Course materials (for example, books, software, and supplies)

• Technology equipment may be requested, but should be heavily justified, essential to project success, and consume no more than 10% of the overall project budget.

Funds may NOT be used for:
• Salaries
• Food
• Core college infrastructure or services (computer servers, routers, furniture, facilities support, VPT, testing)
• Nonessential travel
• The purchase of software licenses that compete with those currently provided by the VCCS, or outside the EPIC process
• Program planning only
• Tuition, scholarships, or other payments to students

Application Process

All proposals must include the following:

• A completed online application that will include:

- A list of key personnel in the project
- A project timeline with target completion dates associated with project milestones
- A list of anticipated project deliverables

• A project budget aligned with project goals, timeline, and the CIF budget guidelines above
• An assessment plan
• Signed letter(s) of support from the college President or Executive Vice President and any external partners

If your college is applying for more than one grant, a completed online application must be submitted for each separate grant request.

To apply

1. Navigate to the Chancellor's Innovation Fund page CIF Award Site
2. Download the RFP and complete all supporting application materials
3. Obtain a signed letter of support from the President or Executive Vice President of each participating college
4. Obtain letter(s) of support from participating industry or workforce partners
5. Submit all application materials by 11:59pm on September 2, 2016

Awards will be announced on or after September 19, 2016.

Reporting

Successful applicants will be required to provide two reports documenting the progress of the project and the project goals, budget status, and anticipated outcomes of the project.

1. **Interim Report:** February 16th, 2017

2. **Final Report:** July 10th, 2017

Successful applicants will also be required to participate in a conference call progress check, date TBD.

Intellectual Property and Licensing

All project materials, including project deliverables, developed or created by individuals employed by VCCS Colleges while employed by the Commonwealth of Virginia are subject to Section 12, Intellectual Property, of the VCCS Policy Manual.

All final project deliverables developed with CIF monies will be licensed with a CC-BY

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