PROVOST'S INVESTMENT FUND GUIDELINES – FALL 2023

About

We are pleased to announce that the Provost's Investment Fund (PIF) has $1 million available to be awarded for the Fall 2023 competitive cycle. We are seeking proposals that are innovative, aspirational, and explicitly aligned with the University's strategic plan and the following institutional priorities areas for funding:

- Increasing student success, graduation, and retention, especially for groups underrepresented within the relevant disciplines.
- Promoting growth and opportunities to generate new net revenue for the institution.
- Expanding student experiential learning.
- Enhancing research capacity.
- Promoting diversity and inclusivity.

Funding requests can range **from $15,000 to $100,000 per year for a maximum of two years.** The ongoing initiative is expected to be financially sustainable through the generation of new resources or the reallocation of other resources after the PIF funding period.

Eligibility

All full-time UA employees (Faculty and Staff) and department heads/chairs/directors. Requests must be routed and endorsed by the appropriate department heads/chairs/directors, and dean(s) or vice president(s). Units are encouraged to collaborate where appropriate.

Weighted Evaluation Criteria

Requests will be evaluated against the following criteria:
1. Evidence that the request aligns with the Provost's Investment Fund's priorities and follows proposal guidelines (20%).
2. Evidence that the request directly supports the University's strategic plan and institutional priorities (10%).
3. Evidence that the request promotes the University's aspirations for institutional excellence, distinctiveness, or inclusivity (10%).
4. Evidence that the request promotes excellence in the host department and/or college/division/support unit (10%).
5. Likelihood of high impact and return on investment and/or value of investment to the university, relative to other submissions (20%).
6. Feasibility of the project plan (practical plan, timeline, and budget) and funding sustainability plan (30%).

Submission and Deadline

Applicants should submit all requests via Arizona Cultivate no later than Wednesday, October 11, 2023, at 12:00 p.m. (noon). *The system will not accept applications after the deadline.*

Cycle	Open for Submission	Submission Deadline	Official Response By
Fall 2023	August 21, 2023	Noon, October 11, 2023	December 18, 2023

PIF Proposal Submission Form

Proposals are submitted by completing the PIF form online via [Arizona Cultivate](). All proposals must follow the requirements below in order to be reviewed and considered for funding.

Applicant Information: Requests must have the following information:
- Applicant/PI/Team Lead First Name
- Applicant/PI/Team Lead Last Name
- Primary Appointment Title
- Department Name
- College/Division Name
- Employee ID#
- PI ORCID Number (optional but preferred)
- University Email Address
- Team member(s): Requests must provide the name, email, and department/affiliation of the team member(s) who will execute the proposed project.

Proposal Title: State the title of the proposal

Prior Submission: Select Yes or No. Previously submitted proposals are limited to two additional proposal cycles.

Funding Request: Provide the amount of funding requested.

Relevant Operational Area: Assign the request to up to two (2) of the following broad operational areas that fit best with your proposal:
- Academic/Instructional Program
- Instruction and/or Research Infrastructure Project
- Student Support Program
- Employee Support Program
- Administrative Support Project

Executive Summary (Maximum 3,000 characters with spaces for approximately 500 words): Requests must contain a short executive summary that describes:

(i)   a statement of what the project is all about and the final outcomes.

(ii)   a statement of how the proposed project promotes the University's ambitions for excellence/distinctiveness/inclusivity within the host department/college/division/support unit.

(iii)   a statement of the expected impact(s) and return of investment if the project is successful.

Strategic Alignment (Maximum 1,500 characters with spaces for approximately 250 words): Requests must be assigned to one or more of the following pillars of the [strategic plan](). Include a clear statement of how the proposed project advances the goals of the pillar(s).
- Pillar 1 Wildcat Journey
- Pillar 2 Grand Challenges
- Pillar 3 Arizona Advantage
- Pillar 4 Arizona Global
- Pillar 5 Institutional Excellence

Priority Areas of Funding (Maximum 1,500 characters with spaces for approximately 250 words):
Requests must be assigned to one or more of the following institutional priorities. Provide a statement of how the proposed project addresses the priority or priorities. If the project will increase student success and/or inclusivity, provide baseline data, goals, and implementation plans for the target population.

- Increasing student success, graduation, and retention, especially for groups underrepresented within the relevant disciplines.
- Promoting growth and opportunities to generate new net revenues for the institution.
- Expanding student experiential learning.
- Enhancing research capacity.
- Promoting diversity and inclusivity.

Project Plan (Maximum 3,000 characters with spaces for approximately 500 words): Requests must include:

- A project plan which includes a project timeline and step/task list to achieve goals.
- The desired fiscal year for investment. Proposed projects may span more than one fiscal year, but no request may exceed two fiscal years.
- A statement of funding sustainability after the initial investment from the PIF if it is expected to continue past the PIF funding cycle.
- If applicable, requests should describe any other sources of funding to be applied to the proposed project. Matching funds are welcomed but not required.

Attachments

Document Formats for Attachments: Must be a single-spaced document and uploaded as a PDF document. Use a standard paper size (8 1/2" x 11), at least one-half inch margins (top, bottom, left, and right) for all pages, and a Calibri, Arial, or Times New Roman font size of 11 points or larger.

Project Budget: The Budget Sheet should be uploaded as an Excel file in **a single Excel Sheet**. A budget template is provided but you may use your own Budget Sheet.

Leadership Buy-in: Requests must include brief signed letters of support from the relevant dept head(s)/ chair(s)/ director(s) AND dean(s)/VP(s), signifying that the project is supported by the relevant campus leaders. **A maximum of 2 pages**.

Other Documents: Letter(s) of support from other parties, references, or other supporting documents may be included. **A maximum of 2 pages**.

Review Process
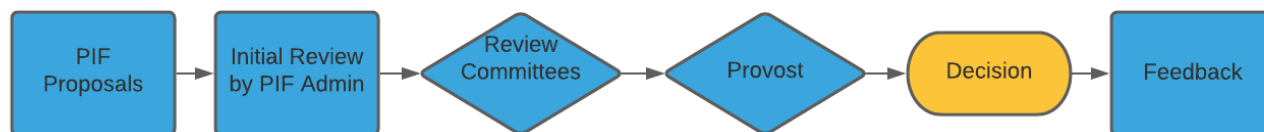
All requests will initially be reviewed and categorized based on the nature of the proposed project. Requests may be returned to the requestors administratively if they are incomplete. Complete requests will be forwarded to the appropriate Review Committees for review. The Review Committees will be comprised of diverse

individuals (faculty, students, and staff) with broad expertise. The Review Committees will evaluate proposals and prepare brief written comments relative to the evaluation criteria for each request. The Review Committees will then make funding and prioritization recommendations to the provost.

Funding

Funds for the PIF come from the strategic investment allocation established within the Activity Informed Budgeting (AIB) model. Awarded funds will be transferred to the colleges/units in the form of State funds unless otherwise noted on the approval notification. Funding amount will vary depending upon the merit of the request and the availability of funds. All requests will receive a response.

Reporting

To facilitate transparent reporting to campus constituents on the funding allocation from the Provost's Investment Fund, each funded project must deliver a short final report at the end of its funding period. The report must contain the following components:

- How the funding was used, including project funding from other sources.
- The actual outcomes versus expected outcomes, including strategic impacts and how they were measured.
- Planned next steps or future work, including the sustainability of the project beyond the PIF investment.

Multi-year requests are required to submit annual progress reports at the end of each fiscal year before future funding is disbursed. The reports may be shared with the Provost Leadership Team, Provost's Council, Deans Council, President's Senior Leadership Team, and will be included in our PIF Annual Report. The Office of the Provost will issue a PIF annual report that describes the number of funding requests received and the number funded for each submission window; the amount expended from the Fund; a description of the projects and programs funded; and the amount received by each unit. The annual report of the Provost's Investment Fund will be communicated through various internal channels and posted on the Office of the Provost's website.

Feedback

We will provide succinct and specific feedback for all proposals that are not funded to help the team strengthen future submissions for PIF or other funding sources.

Questions? Please Contact:

Nina Bates
Director, Operations and Strategic Initiatives
ninaari@arizona.edu, 520-621-7766