



## PROVOST'S INVESTMENT FUND GUIDELINES – FALL 2024

### About

The Office of the Provost is pleased to announce \$1 million in available funding for the Fall 2024 Provost's Investment Fund (PIF) competitive cycle. We seek innovative and aspirational proposals that align with the university's land grant mission and the following priorities:

- Enhancing student sense of belonging and improving success, graduation, and retention, with emphasis on underrepresented groups
- Expanding student experiential learning, including undergraduate research opportunities
- Fostering growth and opportunities to generate new net revenue for the institution
- Developing innovative instructional approaches and strategies, particularly for core and required courses

### Funding

Funding requests are accepted for amounts between **\$25,000 and \$100,000 annually**, for up to two years. The award amount depends on the merit of the proposal and available funds.

Approved funds will be provided to colleges/units as State funds. All expenditures must comply with university policies governing State fund usage. Projects are expected to become financially self-sustaining after the funding period, either through new revenue generation or resource reallocation.

### Eligibility

All full-time UA employees (Faculty and Staff) and department heads/chairs/directors. Requests must be routed to 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 land grant mission (10%).
3. Evidence that the request promotes excellence in the host department, college/division/support unit, and university (10%).
4. Likelihood of high impact and return on investment and/or value of investment to the university, relative to other submissions (20%).
5. Likelihood of successful implementation based on evidentiary support (e.g., scholarly research, best practices, pilot results) (10%)
6. Feasibility of the project plan (management plan, practical plan, timeline, and budget) and funding sustainability plan (30%).

## Submission and Deadline

Applicants must submit all requests via [Arizona Cultivate](#) no later than **Wednesday, October 30, 2024, 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 2024	Friday, September 20	Wednesday, October 30	Wednesday, December 18

## Proposal Submission Form

Proposals are submitted by completing the 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.

### Project and Funding Duration

Select the duration of your project.

### Funding Request

Provide the total amount of funding requested.

### 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 entails and the final outcomes.
- (ii) a statement of how the proposed project supports the University's land grant mission and promotes ambitions for excellence/distinctiveness/inclusivity within the host department/college/division/support unit.
- (iii) a statement of the expected impact(s) and return on investment if the project is successful.

## Funding Priorities

Assign the request to up to two (2) of the following funding priorities that best fit with your proposal:

- Enhancing student sense of belonging and improving success, graduation, and retention, with emphasis on underrepresented groups
- Expanding student experiential learning, including undergraduate research opportunities
- Fostering growth and opportunities to generate new net revenue for the institution
- Developing innovative instructional approaches and strategies, particularly for core and required courses

## Funding Priority Statement (Maximum 1,500 characters with spaces for approximately 250 words)

Requests must be assigned to one or more of the funding priorities. Provide a statement of how the proposed project addresses the priority or priorities selected.

## Successful Implementation (Maximum 1,500 characters with spaces for approximately 250 words)

Request must include a statement of the likelihood of successful implementation based on evidentiary support (e.g., scholarly research, best practices, pilot results)

## Project Plan (Maximum 3,000 characters with spaces for approximately 500 words)

Requests must include a project management plan which includes but is not limited to:

- a. Project scope: The project's goals, objectives, and deliverables
- b. Team organization: The project team's structure, roles, and responsibilities
- c. Project timeline: A timeline for the project's various stages and tasks

## Funding Sustainability (Maximum 1,500 characters with spaces for approximately 250 words)

Request must include information on the desired fiscal year for funding. Proposed projects may span more than one fiscal year, but no request may exceed two fiscal years.

Request must also include a statement of funding sustainability after the initial investment from the PIF, if the project 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.

## Attachments

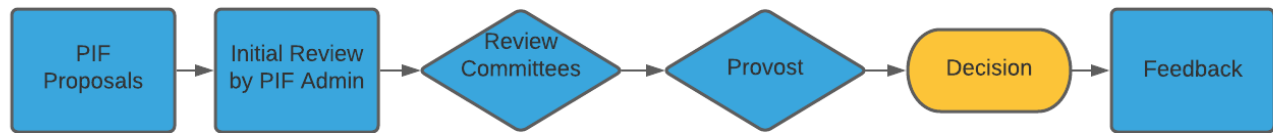
**Document Formats for Attachments:** Must be a single-spaced document and uploaded as a PDF document. Use a standard paper size (8 1/2" x 11), at least one-half inch margins (top, bottom, left, and right) for all pages, and a Calibri, Arial, or Times New Roman font size of 11 points or larger.

**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; Maximum of 2 pages.

**Other Documents:** Letter(s) of support from other parties, references, or other supporting documents such as scholarly research, best practices, pilot research, and other data may be included; 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 consideration. 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.

## Conflict of Interest (COI) and Commitment

The university's Conflicts of Interest and Commitment Policy requires COI review of all sponsored and non-sponsored research prior to the start of the awarded project. The Office for Responsible Outside Interests (OROI) will be notified of the PIF awardees and will create a Research Certification for each Investigator and team member identified in the proposal.

## 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.

Projects that include multi-year funding 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's 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:

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