TO: Campus Community
FROM: Suzanne Bousquet, Chairperson
University Planning Council
RE: 2015 Quality First Initiatives (QFI)

Budget permitting, President Farahi has again charged the University Planning Council (UPC) with recommending projects and programs for special funding as part of the Quality First Initiatives. The initiatives must require extraordinary funding beyond customary division and school budgets. Furthermore, initiatives should reflect at least one of the following target priorities:

- Globalize our curriculum
- Improve student advisement
- Improve student retention
- Develop new market-driven academic programs

These initiatives focus on vital academic themes from the 2013-2020 Strategic Plan. You may visit http://www.kean.edu/KU/Strategic-Plan to review the detailed 2013-2020 Strategic Plan. You may also visit http://www.kean.edu/about/leadership-governance/university-planning-council/quality-first-initiatives to see summaries of QFI projects that successfully received funding in recent years.

Individuals from all Kean campuses, divisions, departments, programs, offices, and student organizations are invited to participate. Collaboration within and among units is strongly encouraged, as is conceptual creativity. Proposed activities may be new or may be expansions of existing successful, innovative projects. Initiatives recommended for funding by the UPC must have a strong potential to demonstrate tangible, effective, specific, and measurable results. The UPC will also prioritize projects that are sustainable with the requested funding or that can be completed within the funding timeframe.

On behalf of the UPC membership, I invite you to submit a competitive proposal that will strengthen Kean University. The total 2015 QFI allocation amount is $100,000.
Please note that funding requests may not exceed $100,000 and that the total pool of money will be distributed among the most successful applications. Proposals will be evaluated based on merit; ability to address initiative priorities; implementation feasibility within stated timeline or sustainability; and evaluation plan. Funding may begin as early as July 1, 2015. **Deadline to submit a proposal for the first round of consideration is 4:00 p.m. May 1, 2015.** Proposals must be completed **electronically** and submitted to qfi@kean.edu. All proposals must not exceed 5 double-spaced pages and must be submitted in Times New Roman 12 point font.

The UPC membership will review proposals and make recommendations to President Farahi. The proposal outline and additional instructions follow.
Title of Proposal: ___________________________________________________

Name and Title of Primary Contact: _______________________________________

Department/Office/Campus Address: ________________________________________

Telephone Extension of Primary Contact: ________________________________

E-mail of Primary Contact: _____________________________________________

Proposed Start of Project:     ___ Fall Semester 2015    ___ Spring Semester 2016
                                ___ Other (please specify) ________________________

Duration of Project: ___ 1 semester     ___ 2 semesters      ___ 1 summer
                                ___ Other (please specify) ________________________

Projected Completion Date: ______________________________________________

Previous QFI Funding Award: ___ No    ___ Yes

*If previous QFI recipient, please attach an electronic copy of the final report submitted to the UPC or to the VPAA Office.*

**Instructions:**

1) Projects should be based on 2015 QFI priorities which target globalizing curriculum, improving student advisement, improving student retention, and/or proposing new market-driven academic programs.

2) Projects will follow University guidelines regarding faculty release time and overload credits. Projects which request funding for additional staff positions must be accompanied by detailed rationale and will be subject to all established approval processes.

3) **Proposal must be submitted electronically** as an attachment in Microsoft Office Word; responses to questions should appear in 12-point Times New Roman font.

4) Proposals must be complete and must not exceed 5 double spaced pages (excluding cover and budget pages and previous QFI final report if applicable). **Additional attachments may not exceed 3 pages.**

5) Proposals submitted by students must identify an advisor (i.e., faculty, administrator, professional staff member).

6) **Deadline to submit proposal is 4:00 p.m. on May 1, 2015.**

7) Proposal and any attachments must be submitted to qfi@kean.edu; please include title of proposal in email subject line.

8) QFI award recipients must provide a final summary report including a financial report to the UPC after project completion.
2015 Quality First Initiatives
PROPOSAL

Title of Proposal: ________________________________________________________

Primary Contact: ________________________________________________________

QFI Target Priority: ______________________________________________________

Please provide narrative to address each of the following:

1. General Proposal Description  (Define how your proposed project reflects the QFI target priority)

2. Goals of the Proposal  (Specify each of the following in narrative form)
   - Intended beneficiaries of the project
   - Activities or strategies undertaken to fulfill the project
   - Projected outcomes

3. Implementation Plan

4. Project Timeline  (Specify project timeline including start date and completion date. Clearly state whether project is sustainable after QFI funding is completed.)

5. Evaluation Plan  (Specify all performance indicators and measurable outcomes.)

6. Staffing Requirements to accomplish this proposed project
   (Specify current faculty and/or staff and percentage of work time required over duration of project. Requests for additional staff must be accompanied by detailed rationale and will be subject to all established approval processes.)

7. Other Required Financial Resources (internal and/or external; be specific)

8. Equipment Needs  If applicable, OCIS must work with applicants to review systems requirement documentation for proposed software purchases, to provide guidance with formal quotes for hardware purchases, and to project training requirements and costs involved. Please contact James Mento (jmento@kean.edu) and attach documentation.

8. Marketing Plan  If applicable, University Relations must review marketing plans to provide guidance with marketing costs and branding. Please contact Susan Kayne (skayne(kean.edu) and attach documentation.
2015 Quality First Initiatives
BUDGET

Please be specific in each category:

Title of Proposal: ____________________________________________________________

Primary Contact: ____________________________________________________________

Can the budget request below and proposal be modified if UPC recommends partial funding? Yes ____ [Minimum amount needed for project _______________] No ____

Staffing Resources: __________
(Must follow current University guidelines for release time and overload credits; request for faculty release time or overload must be justified and a letter of support from Executive Director or Dean must be included. Additional staffing requests must follow established compensation and approval processes.)

Professional Services/Consultants: __________

Equipment Expenses: __________
Check here to acknowledge that OCIS reviewed request and OCIS documentation is attached

Material and Supplies: __________

Marketing Expenses: __________
Check here to acknowledge that University Relations reviewed request and UR documentation is attached

Other Expenses (be specific and justify rationale for inclusion): __________

REQUEST SUBTOTAL: __________

Minus other anticipated sources of support or revenue minus __________
(e.g., student government funding, external organization funding, current grants, attendance or conference fees; please specify)

TOTAL REQUESTED: __________