TO: Campus Community
FROM: Suzanne Bousquet, Chairperson
University Planning Council
RE: 2016 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 focus on the following (Goal 5.1 of the 2013-2020 Kean University Strategic Plan):

Build the Kean University local extended community of students, parents, alumni, and surrounding residents such that all Kean sites become centers of value-added activities that educate, inform, enliven, and entertain.

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 that meet the initiative priorities. 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 2016 QFI allocation amount is $50,000. Please note that funding requests may not exceed $50,000 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 September 1, 2016. **Deadline to submit a proposal for the first round of consideration is 4:00 p.m. June 16, 2016.** 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.
Kean University  
University Planning Council  
Proposal for Quality First Initiatives  

Deadline for Submission is 4:00 p.m., June 16, 2016

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 2016   ___ Spring Semester 2017   ___ 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 the 2016 QFI priority which focuses on building a local extended community such that all Kean sites become centers of activities that educate, inform, enliven, and entertain.

2) Projects will follow University guidelines regarding faculty release time and overload credits. Salary requests that are not sustainable beyond the scope of the project will not be considered. 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 June 16, 2016.**

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.
2016 Quality First Initiatives
PROPOSAL

Title of Proposal: ________________________________________________________

Primary Contact: ________________________________________________________

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. **Sustainability**  (Specify sustainability of the project beyond initial funding or provide a statement of what effective completion of the project entails if the project is not intended to extend past QFI funding.)

7. **Staffing Requirements** to accomplish this proposed project
   (Specify current faculty and/or staff and percentage of work time required over duration of project. *Salary requests that are not sustainable beyond the scope of the project will not be considered.* Requests for additional staff must be accompanied by detailed rationale and will be subject to all established approval processes.)

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

9. **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 (jmente@kean.edu) and attach documentation.

10. **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
2016 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: __________________________