



## PROVOST’S INVESTMENT FUND GUIDELINES – FALL 2021

### About

We are pleased to announce that \$1 million is available to award from the Provost’s Investment Fund (PIF) for the fall 2021. We are seeking proposals that are innovative, aspirational, and explicitly aligned with the [University’s strategic plan](#) and following institutional priorities areas for funding:

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

Funding requests may range between \$15,000 to \$100,000 per year for a maximum of 2 (two) years. The initiative is expected to be financially sustainable through the generation of new resources or the reallocation of other resources after the PIF funding period.

*In response to the feedback we received during the previous academic year, we will provide succinct and specific feedback for all proposals that are not funded to help team strengthen future submissions for PIF or other funding sources.*

### Eligibility

All full-time UA employees (Faculty and Staff) and department heads / chairs / directors. Requests should be routed and endorsed by the appropriate department heads / chairs / directors, dean(s), and 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 addresses the goals of the Fund and directly supports UArizona’s strategic plan, institutional goals and priorities (20%)
2. Evidence that the request promotes UArizona’s aspirations for institutional excellence, distinctiveness, and inclusivity (20%)
3. Evidence that the request promotes excellence in the host department and/or college / division and / or support unit (10%)
4. Likelihood of high impact or return on investment to UArizona, relative to other submissions (20%)
5. Feasibility of the business plan (practical timeline and budget) and funding sustainability plan (30%)

### Submission and Deadline

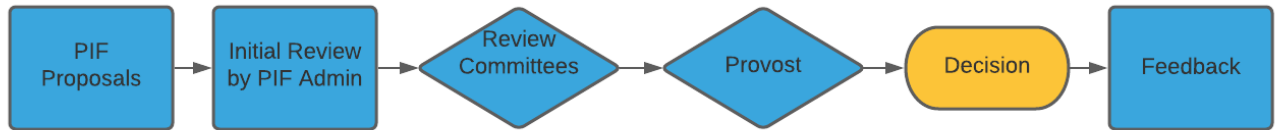
We ask that applicants submit all requests via [Competition Space](#) no later than October 29 at 5:00 p.m. *The system will not accept applications after the 5:00 p.m. deadline.*

Cycle	Open for Submission	Submission Deadline	Official Response By
Fall 2021	September 6, 2021	5 pm, October 29, 2021	November 30, 2021

## Submission Requirements

- **Executive Summary:** Requests must contain a short executive summary that describes (i) the project, (ii) how the project aligns with UA's strategic goals, and (iii) how the project supports UA's ambitions for institutional excellence and distinctiveness (maximum 500 words). This Executive Summary is part of the two-page limit.
- **Leadership and Team:** Requests must provide the name, affiliation, title, and employee ID for the leader(s) and the team members who will execute the proposed project.
- **Strategic Alignment:** Requests must be assigned to one or more of the following pillars of the [strategic plan](#) and must include a clear statement of how the proposed project advances the goals of the strategic plan pillar(s).
  - ⇒ Pillar 1 Wildcat Journey
  - ⇒ Pillar 2 Grand Challenges
  - ⇒ Pillar 3 Arizona Advantage
  - ⇒ Pillar 4 Arizona Global
  - ⇒ Pillar 5 Institutional Excellence
- **Relevant Operational Area:** Requests must be assigned to one or more of the following broad operational areas:
  - ⇒ Academic / Instructional Program
  - ⇒ Instruction and/or Research Infrastructure Project
  - ⇒ Student Support Program
  - ⇒ Employee Support Program
  - ⇒ Administrative Support Project
- **Priority Areas of Funding:** Request must include a statement of how the proposed project meets the priority areas for funding.
- **Excellence / Distinctiveness / Inclusivity:** Requests must include a statement of how the proposed project promotes UA's ambitions for excellence / distinctiveness / inclusivity within the host department and/or college/division and/or support unit.
- **Business Plan:** Requests must include a business plan and specify the desired fiscal year for investment. Proposed projects may span more than one fiscal year, but no request may exceed two years.
- **Sustainability Plan:** The narrative must also include a statement of funding sustainability after the initial investment from the PIF if it is expected to continue past the PIF funding cycle.
- **Matching Funds:** Requests should describe any other sources of funding to be applied to the proposed project. *Matching funds are welcomed but not required.*
- **Leadership Buy-in:** Requests must include signed letter(s) of support from the relevant dean(s) / dept head(s) / chair(s) / director(s) / VP(s), signifying that the project is supported by the relevant campus leaders.
- **Letter of Support:** Letter(s) of support from other parties may be included (a maximum of 2 (two)).
- **Document Formats:** The project funding request must be uploaded as a PDF document. The budget should be uploaded as an Excel spreadsheet. Pro forma documents are available for download in [PIF website](#) and [Competition Space](#).
- **Page Limits:** The funding request narrative including the Executive Summary should not exceed 2 (two) pages. The letters of support are not counted towards the two-page limit.
- **Prior submission:** Previously submitted proposals are limited to two additional proposal cycles.

## Review Process



All requests will initially be reviewed and categorized based on activity by PIF Administrators. Requests may be returned to the requestors if they are incomplete. Complete requests will be forwarded to the 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, and the committees may ask the requestor for more information or proposal revisions. The Review Committees will then make funding and prioritization recommendations to the provost.

## Funding

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

## Reporting

To help us provide 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 versus expected outcomes, including strategic impacts and how they were measured; and,
- 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 the next funding is disbursed. The reports may be shared with 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 an annual report that describes the amount collected through the Strategic Investment Tax for that given fiscal year, 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](#).

## Questions? Please Contact:

### Nina Bates

Director, Operations and Strategic Initiatives

[ninaari@arizona.edu](mailto:ninaari@arizona.edu)

621-7766