



## PROVOST’S INVESTMENT FUND GUIDELINES – FALL 2022

### About

We are pleased to announce that the Provost’s Investment Fund (PIF) has \$1 million available to be awarded for the fall 2022 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 students’ success, graduation, and retention, especially for groups underrepresented within the relevant disciplines.
- Promoting growth and opportunities to generate new 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**. If 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.

*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 the 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, 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 directly supports the University’s strategic plan and institutional priorities (20%).
2. Evidence that the request promotes the University’s aspirations for institutional excellence, distinctiveness, and inclusivity (20%).
3. Evidence that the request promotes excellence in the host department and/or college/division/support unit (10%).
4. Likelihood of high impact or return on investment to the university, relative to other submissions (20%).
5. Feasibility of the business plan (practical timeline and budget) and funding sustainability plan (30%).

### Submission and Deadline

Applicants should submit all requests via [UA Competition Space](#) no later than October 19, 2022 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 2022	August 29, 2022	Noon, October 19, 2022	December 9, 2022

## PIF Submission Form

Proposals are submitted by completing the PIF form online via [Arizona Cultivate](#). Please review the screenshots and template provided below.

**Personal Details:** Requests must have the following information:

- Applicant/PI/Team Lead First Name
- Applicant/PI/Team Lead Last Name
- Primary Appointment Title
- Employee ID#
- University Email Address
- Phone Number
- College/Unit Name
- Team member(s): Requests must provide the name, affiliation, title, and employee ID for the leader(s) and the team members 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.

**Executive Summary (Maximum 500 words):** Requests must contain a short executive summary that describes

- (i) the project.
- (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) if the project is successful.

**Strategic Alignment (Maximum 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 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.

- Increasing student 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.

**Relevant Operational Area (Select all that apply):** Assign the request 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

**Business Plan (Maximum 500 words):** Requests must include a business plan, a project timeline, and the desired fiscal year for investment. Proposed projects may span more than one fiscal year, but no request may exceed two fiscal years. The business plan should include 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.*

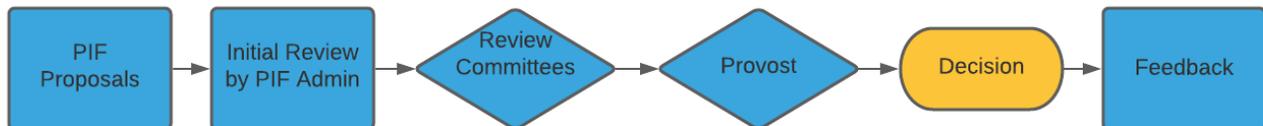
## Attachments

**Project Budget:** The Budget Sheet should be uploaded as an Excel file. 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.

**Other Documents:** Letter(s) of support from other parties or references may be included (a maximum of two).

## 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 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 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; 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 future 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 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](#).

## Questions? Please Contact:

**Nina Bates**

Director, Operations and Strategic Initiatives

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

621-7766

## PIF Submission Form

### Personal Details

Requests must have the following information:

- Applicant/PI/Team Lead First Name
- Applicant/PI/Team Lead Last Name
- Primary Appointment Title
- College/Unit Name
- Employee ID#
- University Email Address
- Phone Number

**Personal Details** ▾

\* indicates required

\*Applicant First Name:

\*Applicant Last Name:

\*Primary Appointment Title:

\*College/Unit Name:

\*Employee ID#:

\*Email Address:

\*Phone Number:

- Team member(s): Requests must provide the name, affiliation, title, and employee ID for the leader(s) and the team members who will execute the proposed project.

**Team Member(s)** ▾

Please provide the name, email, and affiliation of the team members who will execute the proposed project.

## Proposal Details

**Proposal Title:** State the title of the proposal

**Prior submission:** Check a Yes or No question. Previously submitted proposals are limited to two additional proposal cycles.

**Executive Summary (Maximum 500 words):** Requests must contain a short executive summary that describes (i) the project, (ii) a statement of how the proposed project promotes the University's ambitions for excellence/distinctiveness/inclusivity within the host department and/or college/division and/or support unit.

Proposal Details ▾

\* indicates required

\*Proposal Title:

\*Has this proposal been previously submitted for PIF? Max resubmission is 2.:

\*Executive Summary:

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**Strategic Alignment (Maximum 250 words):** 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).

**\*Strategic Alignment:** Select 1 to 5 choices

- Pillar 1 Wildcat Journey
- Pillar 2 Grand Challenges
- Pillar 3 Arizona Advantage
- Pillar 4 Arizona Global
- Pillar 5 Institutional Excellence

**\*A statement of how the proposed project advances the goals of the strategic plan pillar(s) selected above:**

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**Words: 0/250, Characters: 0/10240**



**Relevant Operational Area (Select all that apply):** Requests must be assigned to one or more of the following broad operational areas:

**\*Relevant Operational Area:** Select 1 to 5 choices

- Academic / Instructional Program
- Instruction and/or Research Infrastructure Project
- Student Support Program
- Employee Support Program
- Administrative Support Project

**Business Plan (Maximum 500 words):** Requests must include a business plan and a timeline for the implementation of the program. Please specify the desired fiscal year for investment. Proposed projects may span more than one fiscal year, but no request may exceed two years. The business plan 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. If applicable, requests should describe any other sources of funding to be applied to the proposed project. *Matching funds are welcomed but not required.*

**\*Business Plan:**



Words: 0/500, Characters: 0/10240

Check a Yes or No question.

**\*We are partnering with the UA Foundation to find other source of funding for proposals that may not be selected for funding from PIF. Do you confirm that you would like the Office of the Provost to forward your PIF proposal to the University of Arizona Foundation?:**

Select

### Attachments/Upload Files

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

**Leadership Buy-in:** Requests must include 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.

**Other Documents:** Letter(s) of support from other parties or references may be included (a maximum of 2 (two)).

**Upload Files**

**\*Budget Sheet** \* indicates required  
Document should be uploaded as Excel file.

**\*File Input:**  No file chosen

**\*Dept Head/Chair & Dean/VP Letters of Support**  
Upload letters of support in one.pdf here.

**\*File Input:**  No file chosen

**Other Documents**  
Upload other documents such as external letter of support, references, graphics, etc in .pdf here.

**File Input:**  No file chosen

## Saving or Submitting Application

### Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left). Click the Submit Application button when you are ready to submit your application (below right).

### Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications from the competition system.

Enter recipient(s) email address(es):

Separate email addresses with commas

Save as Draft

Submit Application