

2019-2020 Investment Funds

The President's Cabinet has set aside Investment Funds to provide one-time, temporary funding for a variety of campus projects. Any person or unit, academic or administrative, can apply for Investment Funds. Successful applications will meet clearly documented needs, have identifiable outcomes, and include implementation and assessment plans. Investment Funds may not be used to fund faculty lines of any sort or to fund permanent staff lines. However, they may be used to fund undergraduate or graduate student workers.

The 2019-20 Investment Funds differ in significant ways from those established in prior years. Both the number and type of funds have changed, as well as the competitive process to apply for funds.

TYPES OF FUNDS AVAILABLE:

There are three categories of funding available:

- 1) Strategic Priorities Fund – to provide one-time temporary funds for projects that directly address a measure of success in the strategic plan that have been identified as *funding priorities* by Goal Groups for the 2019-20 funding cycle.

Applications for Strategic Priorities funds must directly address one (and only one) of the measures of success listed below. A full description of each measure can be found in the [College's Strategic & Operational Plans](#).

Goal 1: To be a Great College at which to Learn

Any specific measure of success listed under Goal 1: To Be a Great College at which to Learn will be considered for funding.

Goal 2: To be a College engaged with its Community

- 2.1 *Growth in the number and extent of engagement partnerships with the Village of Brockport, City of Rochester, Monroe County, and local rural communities*
- 2.2 *Develop stronger working relationships with bodies of influence, including some or all of the following: the Finger Lakes Regional Economic Development Council (FLREDC), the Greater Rochester Chamber of the Commerce, the Greater Rochester Enterprise (GRE), the Rochester Monroe County Anti-Poverty Initiative (RMAPI), and state and national bodies of relevance to the College.*
- 2.5 *Build on our history and genesis as an institution of higher learning, to increase collaboration with P12 schools in Brockport, Rochester City School District, other local schools (in and out of Monroe County), including private and charter schools, as well as the REOC and our local community colleges.*
- 2.6 *Increased interdivisional and interdepartmental communication around scholarship, curricular and co-curricular events and achievements.*
- 2.7 *Ensure enhanced alumni and external engagement, providing for social and networking activities, and inclusive of meaningful opportunities to contribute time, talent, and funding to the College.*

Goal 3: To be a Sustainable Institution for the 21st Century

- 3.2 *Enact a new budget model that incentivizes innovation and strategic priorities.*
- 3.3 *Revise and further develop Academic Program Array and guiding principles to ensure that resource allocation facilitates sustainable improvements in program quality. This will include, where appropriate, the development of online degree completion programs.*

- 3.4 *Revise our Physical Master Plan so that it supports the Academic Master Plan, Residence Life Plan, and sustainability objectives.*
- 3.5 *Develop and establish appropriate emergency preparedness, business continuity, record management, and information recovery plans for all campus operations.*
- 3.7 *Aim to maintain and, where feasible, expand our accreditations.*

Goal 4: To be a Great College at which to Work

- 4.2 *Campus Climate data will show continual improvement, and based on assessment results, resources will be dedicated to tackling long standing issues of equity and inclusion, particularly in relation to the recruitment of and institutional support for a diverse faculty and staff body. We will make demonstrated progress towards the Equity, Diversity, and Inclusion (EDI) goals outlined in the Strategic Plan for EDI.*
- 4.5 *Retain and develop employees while providing an engaging work environment that is supportive of the College's mission, goals and priorities.*
- 4.6 *Develop appropriate methods and procedures to recognize and reward deserving employees.*

- 2) Core Needs, Facilities & Alterations Fund (CNFA)– to provide one-time temporary funds to support pressing unbudgeted or under-supported academic/operational/administrative needs, facilities and alterations, and initiatives that build long-term capacity, such as staff development, investment in infrastructure, and risk management initiatives.

Please be advised that the Small Projects/Alterations funds administered in previous years through the College-wide Facilities Planning Committee have been folded into this fund. Therefore, all funding requests related to alterations and renovations of existing campus facilities should be submitted through the CNFA Investment Fund.

- 3) Venture Fund – to provide one-time temporary funds for new pilot projects, including new academic offerings or delivery systems, that respond to student demand or promise to increase new student enrollment; retention efforts; and/or other new projects that will serve as demonstration or “proof of concept” projects. An example of a “proof of concept” project might include purchase of specialized software used to convert traditional face-to-face laboratory-based courses to an online environment for a trial period. A specific example funded in 2018-19 is the LITS initiative to purchase a one-year subscription to VMWare Horizon Air to test the viability of adopting a new virtual lab environment allowing students to access College software remotely.

Venture funds are not intended to fund the development of new academic programs of study, such as new majors or graduate programs. New academic programs require significant research and development and entail separate approval processes, placing them well outside the definition of “pilot projects” to which this fund is aimed.

APPLICATION PROCESS:

A new, streamlined application process has been developed for the 2019-20 funding cycle that differs from prior years. Applications go through a two-step competitive process involving the submission of a short letter of intent, and after careful review of these, select applicants will be invited to submit a full proposal.

1) Step 1: Submit a Letter of Intent

The first step of the application process involves submitting a short [Letter of Intent](#) found on the [Investment Funds 2019-2020](#) webpage.

Letters of Intent will do the following:

- Identify the type of funds being sought (Strategic Priorities, CNFA, or Venture Funds); only one type of funding may be selected
 - Applications for Strategic Priorities funds must also identify the specific measure of success their project addresses
- Provide a concise description of the project/initiative being proposed (300 words max)
- Identify the specific outcomes the project aims to achieve (200 words max)
- Include a preliminary budget (200 words max)
- Letters of Intent are due by 5 pm on Monday, Oct 1

For the [Strategic Priorities Fund](#), Letters of Intent will be reviewed by the Goal Group overseeing the specific priority area addressed in the proposal. Each Goal Group will identify up to 5 projects they wish to invite to submit full proposals. For all other funds, Letters of Intent will be reviewed by the appropriate division/unit head, who may identify up to X projects they wish to invite to submit full proposals for each fund (CNFA and Venture Funds), as follows:

For CNFA or Venture Fund proposals originating from:	Reviewed by:	Can recommend inviting up to X full proposals <i>per fund</i>:
Academic Affairs or one of the three Schools within Academic Affairs (School of Business & Management; School of Arts & Sciences; or School of Education, Health, & Human Services)	Dean’s Council (including the Provost & Vice President for Academic Affairs)	10
Division of Administration & Finance	Vice President of Administration & Finance	5
Enrollment Management & Student Affairs	Vice President for Enrollment Management & Student Affairs	5
College Communications	Vice President for University Relations	5
Division of Advancement	Vice President for Advancement	5
President’s Office	President	5

Applicants will be notified by email on or around October 23 if they have been invited to submit a full proposal or if their proposal will not advance to step 2.

2) Step 2: Submit a Full Proposal

Only applicants asked to submit a full proposal will proceed to step 2. Specific requirements for submitting a full proposal will be contained in the notification emails. Those invited to submit full proposals will be required to attend one of two information sessions covering how to submit their proposal via MachForms, how to develop a detailed budget, and how to create meaningful assessment measures. Information Sessions are scheduled for Nov 6 & 7 from 1:30-2:30 pm in Union 220.

Full proposals must adhere to the following guidelines:

- Full proposals must include an itemized budget using the Excel budget template provided in the email invitation to submit a full application, and a detailed budget explanation.
 - Applicants must upload the completed Excel budget template with their MachForm application or their application will be considered incomplete.
 - As part of their budget, applications may include a request for an Internal Loan via the [Internal Loan Program](#).
- Proposals must include a realistic timeline for implementation of the initiative/project that also aligns with the budget and utilizes all funding within the 2019-20 fiscal year.
- Applications must include a detailed assessment plan that outlines:
 - the *measurable objectives* the initiative/project seeks to achieve, and
 - the *metrics/data* that will be collected to determine whether or not those objectives were met.
- Before submitting a full application, applicants should consult with the necessary supervisors regarding the appropriateness of their proposed project and to verify costs.
 - For proposals involving computer technology (e.g., computer software, networking, etc.), applicants must consult with The Chief Technology Officer (Bob Cushman or his designee) and submit with their full step 2 application evidence of such consultation (e.g., e-mail or letter verifying costs).
 - For proposals involving facilities, applicants must consult with the Director of Facilities & Planning (John Osowski or his designee) and submit with their full step 2 application evidence of such consultation (e.g., e-mail or letter verifying costs).
- In general, Investment Funds *may not be used for faculty and staff stipends*. Exceptions to this rule require separate justification and Dean's Council (for faculty stipends) or Cabinet member (for staff stipends) approval during step 2 of the application process.
 - Step 2 applicants wishing to include a faculty or staff stipend request in their full budget proposal are required to consult with Deans/VPs about the appropriateness of such a request before submitting their step 2 application.
 - A Stipend Request Authorization form will be sent to all applicants invited to proceed to step 2 of the application process. The completed form must be signed by either the Dean (for faculty stipends) or Vice President (for staff stipends) to whom the individual potentially receiving the stipend reports. The form requires Deans/VPs to indicate that the stipend is both a legitimate expense (i.e., the work involved falls outside the intended recipient's normal job duties) and that the requested stipend amount is reasonable given the work involved. Deans/VPs may suggest an alternate amount.
 - Those requesting a stipend must upload the signed Stipend Request Authorization form to their step 2 application in MachForms or the stipend request will not be considered.
 - Dean/VP authorization of a stipend request via their signature on the form does not guarantee funding.
 - More information on requesting a faculty stipend can be found in the [Deans' Council Policy on Stipend Requests](#).

Full proposals submitted in step 2 will be evaluated on their alignment with the College's strategic and operational plans, the completeness and quality of the written proposal, the quality of the assessment plan, and the extent to which the request is supported by assessment data.

For the Strategic Priorities Fund, full proposals will be reviewed by the Goal Group overseeing the specific priority area addressed in the proposal. For all other funds, full proposals will be reviewed by the Investment Fund (IF) Subcommittee of the Joint Planning and Budget Committee (JPBC). Both

Goal Groups and the IF Subcommittee will make funding recommendations to the full JPBC. After considering both sets of recommendations, JBPC makes funding recommendations to President’s Cabinet. President’s Cabinet, informed by JPBC’s review, will make final funding decisions based on their professional judgement.

ADDITIONAL POINTS TO CONSIDER:

- Investment Funds may not be used to fund faculty lines of any sort or to fund permanent staff lines. However, they may be used to fund undergraduate or graduate student workers.
- Because all Investment Fund monies are state dollars, all purchases using these funds, including travel reimbursement, must follow state purchasing rules and regulations and must constitute valid state purchases.
 - All purchases must be made through the standard purchasing and procurement process established at the College.
 - For questions regarding the appropriate use of state funds and appropriate purchasing procedures, please contact Procurement and Payment Services at (585) 395-2351.
- Funding is for fiscal year 2019-20.
 - Funding for successful projects will become available on July 1, 2019.
 - Unused funds will be forfeited at the end of the 2019-20 fiscal year.
 - Specific deadlines for the submission of purchase requisitions and other expenses will be communicated in award notification letters.
 - Funds may not be used for reimbursement of prior purchases/expenses that occurred before July 1, 2019.
- Funded projects will be required to provide mid-year and year-end progress reports. Failure to submit these reports will disqualify a recipient from receiving future Investment Funds for other projects for a period of five years.

2019-20 Investment Funds Application Timeline

Tues, Sept 18, 2018	Initial Call for Applications issued
Mon, Oct 1, 2018	Letters of intent due (via MachForms)
Mon, Oct 22, 2018	Deadline for review groups to submit requests for full proposals/identify proposals not moving forward; Email notifications to be sent out shortly thereafter
Wed, Nov 7 & Thur, Nov 8	Mandatory Information Sessions for those invited to submit full proposals
Fri, Nov 30, 2018	Invited full proposals due (via MachForms)
Fri, Feb 1, 2019	Funding recommendations from review committees due to JPBC
Thur, Feb 7, 2019	JPBC meeting to discuss recommendations
Mid Feb, 2019	JPBC sends final recommendations to Cabinet
Late Feb, 2019	Target date for notification to applicants

For questions about the Investment fund proposal process, how to develop a Letter of Intent, or about the three specific types of funds available, please contact Denise Copelton via dcopelto@brockport.edu or Rey Sia via rsia@brockport.edu.

For MachForm functional questions, please contact Pat Maxwell via pmaxwell@brockport.edu.