

**Graduate Studies Initiatives Program (GSIP)  
Proposal and Allocation Procedures  
(October 2010)**

***Background***

Original purpose of the GSIP:

- support overall summer session programming including additional courses
- pay for the additional costs associated with the specialized needs of these returning professionals.

The GSIP funded projects from 2004 to 2008 that included:

- developing curriculum
- creating hybrid and on-line courses
- marketing graduate education

Implementation of the program became problematic for the following reasons:

- Funding of faculty members to offer/develop courses without approval needed by college deans created an inherent conflict as the deans are responsible for offering and staffing courses.
- Funding of certain types of projects, particularly those related to course development, was potentially in competition with one component of the Faculty Development Program.

To cope with these situations the Graduate Council will undertake revision of the GSIP funding model in fall 2010 to:

- Continue to serve the essence of the original purpose
- More widely benefit graduate programs, faculty and students
- Align with the Graduate Studies Strategic Plan that was adopted by the Graduate Council in May 2010

Examples of activities for which proposals would receive (or have received) consideration for GSIP funding:

- development or expansion of degree programs, certificates or courses
- development of hybrid, on-line or distance education graduate courses
- recruiting a diverse student group through targeted or specific activities
- other academic, curricular or operational initiatives that fall under the general guidelines (see below).
- course development that is aligned with the Graduate Studies Strategic plan only if Faculty Development funds are requested but not awarded (the GSIP is not intended to supplant Faculty Development funding for course development).

***Note: The funds generated from this program are around \$15,000 to \$25,000 annually and there is a current balance of approximately +\$70,000.***

***Second Note: The use of funds awarded to a GSIP project must adhere to any and all guidelines for eligible expenses as they apply to account 102 / GPR budget authority.***

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***Guidelines for Use of Funds***

Any or all of the following purposes must be the basis for GSIP funding proposals:

- encourage the competitiveness and rigor of our program array
- support enrollment management
- support, expand or improve efforts toward diversifying the graduate student body
- alignment with one or more of Graduate Studies Strategic Plan initiatives
- additionally, the Graduate Council will annually designate an amount from the GSIP fund for marketing, promotional or advertising activities as follows:
  - The intention of this funding reserve is to provide more readily accessible funds quickly for promoting, marketing or advertising individual graduate programs and/or graduate education in general.
  - These activities may be coordinated by the program, the Graduate Studies office, the IMC office or any combination of the three.
  - The process for requesting such funds will follow the general process below unless a different process is announced by the Graduate Council.
- Proposals can come from any Graduate Council (GC) member.
- The GSIP funding committee (see below) and the Graduate Council at its discretion may accept requests from non-Council members.
- The Graduate Council will determine and announce any funding limits (by request and/or categories) in advance of the appropriate request for proposal cycle.

***Process for Requesting and Disbursing Funds***

- A GSIP funding committee (GSIPFC) will be elected at the start of each academic year and will include one representative from each of the four colleges and one student representative.
- A GSIPFC chair (a faculty member) will be selected by the committee members
- The chair duties must rotate among the four colleges in a 4-year cycle (any one college's representative may serve as chair only once every 4 years)
- Requests for use of funds will be submitted to the GSIPFC chair, who will convene the committee to review each proposal and make a recommendation to the Graduate Council to fund or not fund the project.
- This recommendation must be accompanied by a rationale.
- The GSIPFC chair will send the recommendation and rationale to the Graduate Council.
- The Graduate Council will discuss and act on the GSIPFC recommendation at the next meeting.
- If there are time constraints for enacting any funded proposal activities, and at the request of those submitting the proposal, the Graduate Council will discuss and act on the GSIPFC recommendation by email vote prior to the next regularly scheduled Graduate Council meeting.

***Criteria used by GSIPFC in considering proposals for funding***

- There is/are clearly defined need(s).
- Objectives of the project are shown to address the defined need(s) and are in alignment with one or more of Graduate Studies Strategic Plan initiatives
- There is a detailed plan and schedule of activities, including a report of outcomes at the completion of the project
- There is a clear set of outcomes and assessment designed to measure the outcomes.
- A budget showing estimated expenses across the applicable budget lines. Note: The use of funds awarded to a GSIP project must adhere to any and all guidelines for eligible expenses as they apply to account 102 / GPR budget authority.
- A single project may not draw its funding for more than two calendar years (no more than three fiscal years). Another request must be submitted to receive funding to continue beyond the two previous calendar years.

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***Process for Disbursing Funds***

- The project funds and expenses against the funds will be managed through a specifically assigned GPR account.
- The Director of Graduate Services will monitor the GSIP accounts and expenditure of funds.
- Expenditures within the scope of approved funding will be approved and processed by the principal coordinator of the project or appropriate Graduate Program Coordinator.
- Any expenditure outside the scope of project funding must be approved by the GSIPFC.

**The use of funds awarded to a GSIP project must adhere to any and all guidelines for eligible expenses as they apply to account 102 / GPR budget authority.**

***Outcome Reporting Procedures***

- The principal proposer/requestor of any funded proposal/request will provide to the Graduate Council a written project-end or annual report (whichever comes first) at the end of project funding year summarizing activities, disbursements and an assessment about the status and results of the project.

APPROVED