

Administrative Service Faculty Special Initiative Award Application

Title of Project _____

Applicant _____

Applicant _____

Applicant _____

Applicant _____

Dates of Project _____ to _____

SIA Request _____

Additional funds requested _____

Grand Total _____

NOTE: A narrative of **no more than three pages** should be attached and include:

- a. *Rationale*: An explanation of how this initiative will benefit the University, its mission, and/or the MnSCU System.
- b. *Goals*: Specific desired outcome(s) in measurable terms
- c. *Timeline*: A timeline of activities involved in the initiative
- d. *Assessment Plan*: A plan for assessing the results of the initiative, including any plans for dissemination of the results.
- e. Award amount requested: An estimate of the award amount that the ASF member or members involved in the initiative would expect to receive.
- f. *Additional Funds Budget Request*: Complete, if applicable

After reviewing proposals, the Special Initiatives Award Committee may make suggestions for improving the proposal prior to conducting a final review and making a final recommendation to the President.

Applicant Signature _____ Date _____

Supervisor Comments:

Supervisor Signature _____ Date _____