Title of Proposal __________________________________________
College/Unit __________________________________________
Contact person __________________________________________
Approving Dean or VP __________________________________________
VISION twenty12 Goal(s)/Objective(s) ______________________________
Date ___________________

A. Proposal Summary

B. Proposed activities or function (What will be done?)

C. Rationale/Evidence/Priorities (Why should this be done? Where does this set of activities fit in terms of the unit’s priorities under its strategic plan?)

D. Implementation Strategy
   • Who will do this?
   • How will it be done?

E. Implementation Timetable (When will this be done?)

F. Needed Resources
   • Staffing resources needed (both salaries & benefits)
   • Operational resources needed
   • Facilities needed
   • Summarized Funding Requirements

G. Financing (How will the resources be provided?)
   • University support requested (one time/base)
   • External funding (Plans for securing external funds)

H. Revenues (Will this project generate additional revenues?)
   • Projected revenues over the next three years?

I. Metrics (How will you determine the success of this proposed set of activities?)

Note: All requests are subject to consideration of their respective unit leadership, executive leadership, the Strategic Resource Allocation Committee (SRAC) and Cabinet. If/when requests are approved unit leadership will be notified. At no time should a request be considered approved without express written confirmation.