


Interoffice Communication

Date September 22, 2011

To Iowa State University Senior Leadership



From Ellen M. Rasmussen
Associate Vice President for Budget and Planning

Subject FY12 Fiscal Issue #1, Strategic Initiatives

The Office of the Executive Vice President and Provost is providing several opportunities for units to request funding for strategic initiatives. The document that accompanies this message describes the type of projects that will be successful in this process. The process itself is defined below.

Proposals may be developed by any department/unit or group of faculty and staff. Each proposal must have a sponsor, defined as a dean, vice president or the CIO who reviews the proposal, indicates it has merit and is willing to include it within the prioritized proposals they are submitting. Sponsorship does not require a financial commitment on the part of the sponsor.

Two documents are included and must be used for all submissions. One is a template that must be completed for each proposal. Once completed, it should be signed by the dean, vice president or CIO and scanned so that it can be submitted electronically. Also included is a summary table in excel that should list, in priority order, each of the proposals being submitted by the dean, vice president or CIO. That document should also be submitted electronically.

While each proposal requires cash or in-kind match the amount of cash match needed is not defined. Each proposal must propose cash or in-kind match and the actual amount required will be determined based on the size of the project and the availability of funding.

Proposal packets, i.e. individual proposals plus the summary worksheet, should be submitted electronically by October 14 to me with a copy to Pam Minion for full consideration. Awards will be made by October 31. Questions can be directed to me or Pam.

Thank you.

C: Gregory L. Geoffroy
University Budget Advisory Committee
John Jackman, Chair, Faculty Senate Resource Policies and Allocations Council
Pam Owenson, Chair, Professional & Scientific Council University Planning and Budget Committee
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