Cross-Campus Initiatives Fund
Terms of Reference

Purpose of Fund

Memorial University has teaching and learning facilities across Newfoundland and Labrador. The Cross-Campus Initiatives Fund was established to encourage and enable strategic relationships and collaboration across campuses and locations separated by physical distance by supporting travel costs. The Fund may support initiatives that are strategic or operational in nature. Supported initiatives must require meaningful cross-campus collaboration, demonstrate a clear institutional or operational benefit, and align with Memorial University priorities. All travel funded through the program must comply with Memorial University's travel policy.

Eligibility and Funding Guidelines

The following points are meant to provide guidance to potential applicants who are considering making an application to the Cross-Campus Initiatives Fund. If you need further clarification, please do not hesitate to contact the Committee Chair.

- Proposals may be strategic or operational in nature. Eligible operational proposals may include cross-campus planning, coordination, meetings, retreats, or other activities that support the effective delivery of university functions.
- The initiative must involve two or more units and be clearly and demonstrably strategic for the units involved.
- Funding is one-time only. Once an initiative receives funding, that initiative cannot reapply to the Fund.
- Eligible costs include travel, venue rental, and hosting costs related to the initiative. The Cross-Campus Initiatives Fund does not pay for salary costs associated with the initiative.
- The Cross-Campus Initiatives Fund does not provide funding for individuals to travel to workshops, or conferences or pay registration fees for faculty, staff, or students to attend conferences or events.
- Proposals are invited from all academic and non-academic staff of Memorial University.
- There will be identifiable outcomes ultimately described in a report to the President's Executive Council.

Annual Allocation

The Cross-Campus Initiatives Fund has an annual allocation of $40,000, subject to review, given that a relatively small number of well-defined initiatives can normally be anticipated within the course of a year.

Application Process

Applications for one-time support should be submitted to the Cross-Campus Initiatives Fund through the Office of the Provost and Vice-President (Academic) at vpacad@mun.ca. The applications should include the following, where applicable:

- A cover letter signed by the signed by the Head (where applicable) and Dean or Director of your division.
- An application document that includes:
    - The overall objective of the initiative
    - A summary of the proposed initiative and the activities that will be undertaken. The summary should include details on how the initiative directly relates to the purpose of the Fund and how it links to the strategic objectives of Memorial University.
    - Details on expected outcomes and how the initiative will benefit students / employees
    - Details on when and where will the initiative take place, including a start and end date and location.
    - Details on which campuses are involved and the designated leads at each campus.
    - Total budget including all associated estimated costs (e.g. travel, accommodations, sponsorship, reception, etc.) and expected contributions from all sources, including Memorial units.

CCIF Advisory Committee

An allocation committee of representatives of the contributing Deputy Provosts will consider applications and provide advice and recommendations to the Provost and Vice-President (Academic).

The Provost and Vice-President (Academic) will make final funding decisions after considering the advice and recommendations of the CCIF Advisory Committee. All approvals are subject to the annual allocation and the availability of funds.

A call for applications will be issued three times per fiscal year (in alignment with each academic term).

Within three weeks of completion of the project prepare a final report detailing activities and outcomes. Again, two pages or less will be sufficient. Submit report to the Office of the Provost and Vice-President (Academic).

An annual report will be provided to President's Executive Council for information.

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