

Cross-Campus Initiatives Fund

Guidelines

The following is the recommended outline for proposals to the Cross-Campus Initiatives Fund. Feel free to modify to fit the requirements of your initiative. **Proposals should not exceed two pages. See Terms of Reference.**

COVER LETTER

The cover letter must be signed by the Head (where applicable) and Dean or Director of your division.

PROPOSAL

Introduction

Provide a paragraph or two that clearly states the objective of the initiative to be undertaken.

Project Description

Summarize the proposed initiative and provide details on how the initiative directly relates to the objectives of the Fund. Provide details on expected outcomes.

Benefits

How will this initiative benefit students / employees?

Timelines

When will the initiative take place? Start and end date.

Location

Which campuses are involved? Designated leads at each campus.

Budget

Total budget requests should detail all associated estimated costs (e.g. travel, accommodations, sponsorship, reception, etc.) and expected revenue from all sources, including Memorial units. Add line items as necessary.

Item	Cross-Campus Initiatives Fund	Other/Your Division
Airfare	\$	\$
Accommodations	\$	\$
Meals	\$	\$
Other (identify)	\$	\$
TOTAL FUNDING	\$	\$

REVENUE SOURCES (identify)	
	\$

Notes:

- Funding provided is for new initiatives only and is given as one-time only. Base funding requests will not be accepted.
- Send all proposals to Roxanne Millan, Director of Academic Support Services, Office of the Provost and Vice-President (Academic).
- Within three weeks after 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).