Chancellor’s Innovation Fund
Request for Proposals

<table>
<thead>
<tr>
<th>Eligible Organizations</th>
<th>Individual &amp; Consortia of VCCS Colleges</th>
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<tbody>
<tr>
<td>VCCS contact</td>
<td>Angela Bartee, Executive Assistant</td>
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<td></td>
<td>Academic Services &amp; Research</td>
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<td>804.819.4970</td>
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<td><a href="mailto:abartee@vccs.edu">abartee@vccs.edu</a></td>
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<tr>
<td>Award Amount</td>
<td>$5000-$45,000 per project</td>
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<tr>
<td>Proposal Submissions Due</td>
<td>October 12th, 2012</td>
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<td>Notification of Award</td>
<td>November 12th, 2012</td>
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<td>Award Period</td>
<td>Nov. 19th, 2012 – June 30th, 2013</td>
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<td>Principal Applicants</td>
<td>Chief Academic or Workforce Officer</td>
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<td>Letter of support from</td>
<td>President</td>
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Purpose
The purpose of the Chancellor’s Innovation Fund (CIF) is to support innovative projects that closely align with the goals of Achieve 2015, especially the goals of increasing student access to and success in postsecondary education and training, and generally support colleges’ Reengineering efforts. The Chancellor and CIF Selection Committee are especially interested in proposals for innovative projects that investigate effective ways to:

- Provide support to potential and enrolled military veterans
- Encourage the development and use of open educational resources (OER)
- Support college completion for students with some college credit (ex. Project Win-Win)
- Develop programs that explore educational uses of mobile or social media applications to increase student participation, enrich learning, and improve course outcomes
- Foster increased student persistence and success in developmental education courses
- Enhance career pathways that link credit and noncredit programs
- Develop “fast track” curricula that lead to credentials and employment

TIP
Due to the short-term nature of CIF grant funds and the expectation that projects will produce outcomes fairly quickly, careful thought should be given to the overall breadth and scope of proposed projects. In the past, successful CIF projects have had discrete, targeted outcomes, have been limited in scope, and were supported by existing college infrastructure and resources.

Grant Proposal Components
Each CIF project proposal is required to:

- Align with Achieve 2015, the overall themes of access and student success, and individual colleges’ missions and strategic plans
- Demonstrate evidence of need and regional workforce demand
- Foster academic and workforce partnerships
- Produce deliverables that can be used by other colleges at the conclusion of the grant cycle
Include an assessment plan and target outcomes that will help further Achieve 2015 goals

It is recommended that each CIF project proposal:
- Identify and secure source(s) of matching funds
- Build on existing college infrastructure
- Include collaboration between college departments, other community colleges, and community partners, such as school divisions, workforce boards, economic development organizations, community based nonprofits, etc.
- Be sustainable and scalable
- Effectively integrate relevant technology
- Focus on high demand and high growth content areas
- Devote focus to underserved populations and local workforce needs

All proposals must include the following:
1. Completed online application
2. Key project personnel and their roles in the project
3. Project timeline with completion dates associated with each goal and expected measurable outcome
4. Specific project deliverables
5. Budget aligned with project goals and timeline
6. Assessment plan

Guidelines for the Use of Funds
Upon acceptance of the award, the amount funded will be disbursed to the proposing institution for expenditures that align with the project goals and budget. Unused funds must be returned to the VCCS at the end of the award period.

Allowable expenses to support the goals of the project include:
1. Faculty reassigned time for program planning and/or course development (Faculty summer contracts ending June 30 are allowable)
2. Professional development (for example, for faculty training to learn new instructional design methods in delivering content online), which may include expenditures for registration and minimal travel per state travel regulations
3. Support to develop, expand, or strengthen collaborative relationships with other VCCS, K-12, workforce boards, economic development organizations, or business and industry partners (for example, meeting expenses)
4. Course materials (for example, books, software, and supplies)
5. Technology equipment (for example, tablets, computers, smartphones) may be requested, but should be heavily justified, essential to project success, and consume no more than 10% of the overall project budget.

Funds may not be used for:
1. Nonessential travel
2. Core college infrastructure or hardware (computer servers, routers, furniture)
3. The purchase of software packages that compete with those currently provided by the VCCS
4. Program planning only
5. Tuition, scholarships, or other payments to students
Application Process
If your college is applying for more than one grant, you must complete an online application for each grant request.

1. Download and complete all supporting application materials at http://edtech.vccs.edu/educational-technology-resources/cif/cif-2012/
2. Obtain a letter of support from the President of each participating college
3. Obtain letter(s) of support from participating industry or workforce partners
4. Submit all application materials online at http://edtech.vccs.edu/educational-technology-resources/cif/cif-2012/cif-2012-grant-application/

Reporting
Successful applicants will be required to share monthly status updates about the progress of the project and the project goals, budget, and anticipated accomplishments for the remaining award period of the project.

Intellectual Property and Licensing
All project materials, including all project deliverables, developed or created by individuals employed by VCCS Colleges while employed by the Commonwealth of Virginia are subject to Section 12, Intellectual Property, of the VCCS Policy Manual.

Any materials developed or created in full or in part through the CIF grant are required to acknowledge the contribution of the college and the VCCS. (Refer to Section 12, VCCS Policy Manual).

When allowed under VCCS Policy or through mutual agreement with creators and any other invested parties, all project deliverables developed with CIF grant funds will be licensed with an Attribution-NonCommercial-ShareAlike Creative Commons license.

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