Student Innovation Fund
Proposal Process

The Student Innovation Fund is available to all Students and Faculty to enhance the student impact of Information Technology on the University of Arizona campus. Project proposals range in purpose and student reach, but should link back to one of our four main tenets:

- 100% Engagement / Student Population Impact
- Information accessibility and availability
- Instructional support delivery
- Innovative spaces / classrooms

If your project does not directly apply to a main tenet, please still apply so long as the project furthers the goals of the Student Innovation Fund.

Proposals should follow the format included. Do not submit this information sheet with your proposal.

Dates & Deadlines
Proposal Applications Open  
November 1st, 2015
Proposal Applications Due - Round 1  
January 29th, 2016 by 5:00pm
Proposal Applications Due - Round 2  
February 26th, 2016 by 5:00pm
Proposal Presentation Window  
February 2016 - April 2016
Proposal Notification  
May 6th, 2016

Presentation Window
Applicants may also request a 10 (5/5QA) minute presentation at an ITSAB meeting between February and April. This presentation can be used however applicant desires to advocate their proposal. A 10 minute time allotment will be strictly enforced. Proposals submitted after January 29th are subject to limited availability of presentation slots.

Submission
Submit Proposals to it-sab@email.arizona.edu.
Proposal Requirements

OBJECTIVE:
Your Annual Grant abstract, i.e. “Objective” statement, summarizes your project and its expected contributions to UA technology innovation. Reading your abstract, the IT Student Advisory Board should know what you plan to do, how you plan to do it, and how your efforts will benefit IT at the University of Arizona.

PROGRAM:
Please develop a clear and comprehensive project narrative that expands on your 300-word objective/abstract. Include a project history and relevant details such that the narrative fully articulates the purposes, processes, and desired goals of your proposed project on technology innovation at the University of Arizona.

BUDGET:
Please include a detailed budget using an Excel budget template or a similar basic template. In addition, describe your strategy for financially supporting the project long-term, and itemize all sources of matching funding (including in-kind) in support of the proposed project—including funding that has been applied for but not yet awarded.

LAUNCH TIMELINE:
Project Timeline – Provide a project timeline. List anticipated project start and completion dates, order tasks and milestones chronologically, and estimate how long each task will require for completion. Feel free to include a visual representation of these dates to accompany your description. Reminder: For single-year projects, any funds allocated by an Annual Grant must be used during the fiscal year following award notification, from July 1-June 30.

Extended Project Timeline – ITSAB grants provide seed money to initially facilitate technology innovations at the UA, and are not meant to support the same projects on a continuing basis each year. ITSAB recognizes some projects require multiple years of funding. In your Extended Project Timeline, demonstrate your plan for supporting your project through other means after up to three (3) years of ITSAB allocations. There is no guarantee a project will get multi-year funding.
An Extended Timeline should include:

- An approximate date after which the project will no longer request IT Fee support
- A plan for creating project-governing rules, so that if the original team who created the project leaves the UA there is a clear plan allowing the project to continue
- A five-year timeline, envisioning what your project will look like after five years

PROJECT MEMBERS:
Please provide a list of all project members, their contact information, and their roles in the project. The IT Student Advisory Board pays special attention to proposals encouraging student involvement and collaboration between employees and students. In this section, be sure to identify the project manager (a UA employee) and business manager.