



President's Innovation Fund Proposal Guidelines for Academic Year 2009-2010

The President's Innovation Fund provides *seed money* that encourages Skyline College's faculty and staff to *dream out loud*.

Prospective applicants are encouraged to discuss their proposals with their colleagues. Interdisciplinary proposals are viewed favorably. Obtain the **signed approval of your division dean/departmental supervisor** prior to submission to the President. Three years of funding from the President's Innovation Fund is the maximum.

Applications should include a brief proposal narrative with signed cover sheet:

1. Description of the project and relationship to College Goals
2. Discuss how you plan to integrate your project with other college-wide initiatives and projects.
3. How do you envision this as a project that could become a permanent part of the college?
4. Description/Qualifications for Project Coordinators and Others Involved
5. Action Plan form which includes:
 - a. Goals and Objectives
 - b. Proposed Activities
 - c. Timeline
 - d. Resources Needed
 - e. Evaluation of Activities
6. Budget narrative and a detailed line-item budget

Proposals, including the signed original and 7 copies, should be submitted to the President's Office by 4:30 pm, April 30, 2009. Awards will be announced in mid-May.