

**COLLEGE OF SAN MATEO  
PRESIDENT'S INNOVATION FUND  
PROJECT GUIDELINES**

**Purpose:**

The *President's Innovation Fund* provides start-up or seed funding for innovative faculty and staff initiatives that promise to advance CSM's ability to meet community needs. The *Fund* promotes creative responses to ongoing and emerging challenges in providing genuine access for CSM students to high quality educational and occupational programs and student support services. Proposed projects may need "seed" funds to test innovative experimental approaches. Projects supported by the *Fund* are closely aligned with college priorities, goals, and institutional mission.

The amount requested may include any amount up to \$5,000. Renewal grants will be evaluated on a case by case basis and as funding permits.

Examples of program areas supported by the *Fund* include projects that:

***Foster new program development or revitalization***

- support the development of new learning communities or cross-disciplinary, integrated approaches to learning
- provide support to faculty to develop new pedagogical approaches or program components that reflect educational reform efforts

***Promote genuine access***

- develop pedagogies or services that respond effectively to diverse student needs and learning approaches
- develop programs and services that meet the needs of new, emerging student populations
- expand web-based and other distance learning opportunities, including student services
- expand faculty development of web sites and effective mediated learning technologies

***Meet local communities' workforce development needs***

- support program development in new technology clusters and emerging careers
- realign or restructure current programs in ways that meet new, emerging occupational needs

***Promote assessment of institutional effectiveness***

- develop tools for meaningful outcomes assessment from course to program level
- conduct research to support curriculum, course, or program development or overall organizational improvement
- develop new ways of communicating effectively with the community about CSM's effectiveness

***Promote cultural enrichment within the campus community and community at large***  
—develop lecture series, performance events, or other activities that promote life-long learning

***Foster resource development***

- provide opportunities for the planning or start-up of new cost-effective programs and services
- encourage partnerships with business, industry, government agencies, and community organizations
- have the potential of leading to other grants or gifts to the college
- promote new forms of FTES development or other income generation while aligned with college goals
- promote efficiency and productivity of programs and services

**Rationale for *President's Innovation Fund*:**

Both long and short-term planning processes by their nature are often unable to address new opportunities in a timely way. Yet to respond to rapidly changing community needs, CSM needs a means to foster experimentation as well as to launch new programs. CSM has little discretionary funding to support innovation and experimentation; the *President's Innovation Fund* provides one opportunity to support innovative faculty and staff efforts.

**Proposal Review:**

Proposals will be evaluated by President's Cabinet and the Academic Senate President who will make a recommendation to the President. The President will make the final decision.

As some projects represent urgent opportunities or are deadline-driven, proposals will be evaluated in a timely manner.

**Proposal Requirements:**

Proposed projects need to be consistent with college goals, priorities, or mission. Proposals should discuss how the project is aligned with one or more of the *Fund* focus areas described above. Or they should represent an innovative response—perhaps experimental—to a program or service-area challenge.

The proposal should:

- 1) identify the proposed project objectives, expected outcomes, key activities, and a brief timeline;
- 2) describe how the proposed project will be evaluated; and
- 3) include a budget that illustrates how funding is linked to the project objectives.

Proposals should be no longer than 5 pages and may be submitted to the President's Office throughout the year.