

# FY 2011 One-Time Reinvestment Funding Request Application Form

Reinvestment Funding Project/Program Name:

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**Total Funds Requested:** \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **FY11 One-Time Reinvestment Funding Guidelines**

The University will have **One-Time Reinvestment Funding** for major projects or programs. This funding is for short-term spending and long-term investments with minimum values of greater than \$100,000. Proposals will be reviewed and prioritized by University Vice Presidents and recommendations will be submitted to the University Cabinet.

### **The budget principles guiding this funding process are:**

- Direct benefits to students (Instruction and Student Services)
- Enrollment Management (Recruitment and Retention)
- Physical Infrastructure (Facilities and Technology)

### **The metrics used to prioritize the use of these limited resources are:**

- Student Satisfaction
- Valued at Greater than \$100,000
- Student Retention

### **The process to coordinate the prioritization of reinvestment funds will be:**

- Consistent Rules and Transparent Process
- Short Process
- Big Ideas/Projects

All applications should be typed and delivered to University Vice Presidents no later than 4:30 p.m., Friday, March 4, 2011.

### **Guidelines and Procedures**

1. All full-time members of the university community are eligible to apply.
2. If a proposal has more than one option, then separate applications must be submitted.
3. If proposing several options to meet the same strategic goal, each option must be submitted as a separate proposal.
4. The University Vice Presidents will not consider any applications that are submitted after the deadline.
5. Funding is for **one-time** reinvestment.

### **Proposal**

Include all information requested. See the Budget Office regarding fringe benefits/projections. Please define all terms in your proposals.

1. Name the strategic priority initiative and the strategic priority initiative objective that is being addressed.
2. Provide a brief description of your project. If applicable, attach a one (1) page narrative for clarification.
3. Briefly explain how the funding request supports the Strategic Plan.
4. Describe measureable outcomes.
5. Define the methods that will be used to assess the effectiveness of this project or program. Indicate if it will require on-going or current assessment.
6. Summary Reports are due upon completion of project.

# Minnesota State University, Mankato

## FY 2011 One-Time Reinvestment Funding

1. **Which Strategic Priority does this funding request support?**  
Strategic Priority \_\_\_\_\_
2. **Provide a brief description of your project/program. Discuss long-term, ongoing impact of project.**
3. **Briefly explain how the funding request supports the Strategic Priority and/or reinvestment funding metrics.**
4. **Describe the measurable outcomes.**
5. **Define the methods that will be used to assess the effectiveness of the measurable outcomes described above.**
6. **Does this project require ongoing operational base funding?      Yes    or    No**  
**(If so, how will it be funded?)**
7. **Describe how the project would be sustained after one year. *(No project funded after one year)***
8. **Budget Request:**  
Outline your budget to fit in the categories listed below. Please plan your budget carefully, as budget revisions beyond 5% total change from the initial proposal require approval by the University Cabinet. Contact Steve Smith regarding budget questions at 389-5022.

	Request	Match
Salary (in-load, overload)		
Fringe (see Budget Office) (All current employees must be paid fringe benefits)		
Graduate Assistant		
Graduate Assistant Stipend		
Non-Salary (Specify)		
Project Cost/Renovation		
Equipment		
Total Budget Requested*		

9. **Special consideration (e.g. room, building, office or any impact on other divisions):**
10. **Does this initiative require IT support?**

**March 4, 2011 - Due to University Vice Presidents**

**The reinvestment requests will follow the normal annual operating budget process (through divisions to Cabinet) Consultation will be sought through the shared governance meet and confer process.**

**\*Budget Planning Reminders:**

- Salary-calculate: Faculty (daily pay rate x number of duty days)  
     Grad Assistants (\$4,500 per semester, plus tuition stipend of \$2,957 per semester)  
     Contact Steve W. Smith from the Budget Office for further assistance (389-5022)
- Building projects: Attach supporting documents (contact Facilities at 389-2267with questions)