GUIDELINES FOR STRATEGIC INITIATIVES (2015-16)

The Strategic Initiative Funds

The Strategic Initiative Fund has been identified in the Operating Budget for use in supporting major initiatives at the University, initiatives that will have impact in teaching & learning, research, and infrastructure in particular. A contingency fund will also be established for supporting specific needs on a one-time basis during the academic year. The funds will be allocated to initiatives in these core areas as a mix of base funding (e.g., salaries) and one time funding (equipment, licenses, short term staffing).

The goal is for the funds to have demonstrable impact in the areas of teaching & learning, research, and infrastructure over the period of the current strategic plan. The Provost Committee will establish and review annually these broad goals for the fund and a Review Panel of that Committee will be responsible for working with individual groups to provide feedback on proposals, to select proposals for funding, and to review the progress of all funded initiatives annually.

In all cases, the impact of the initiative must be clear, aligned with longer term goals, and sustainable.

LOIs and proposals will be accepted only from Vice-Presidents and Deans throughout the year and the review panel will meet as needed.

Each LOI is restricted to two pages using the fillable form at www.dal.ca/provost. If the committee needs additional information it will follow up with the proposer. The template includes the following:

1. A description of the initiative, the strategic priority, outcomes, and benefit to the university.
2. The rough budget for the initiative including all contributions from the requesting unit and other sources, including any previous SIF funding related to this initiative.
3. How the initiative will be funded going forward.
4. Space or equipment needs.
5. The metrics that will be used to measure the effectiveness or impact of the initiative.

Criteria for the Selection of Strategic Initiative Funds include the following:

1. The initiatives in each area, in the aggregate, over time achieving goals of high impact to the university in the strategic areas of teaching & learning, research, and infrastructure.
2. Individual initiatives align with the strategic priorities.
3. There are clear and demonstrable outcomes of each initiative.
4. There is a viable plan for sustainable funding after the period of the Strategic Initiative Funding.
5. Funds cannot be used to offset existing expenditures within a budget or to offset budget reductions.
SIF Funding Process:

1. All LOI requests must be authorized by the Dean or respective Vice-President and submitted to kim.thomson@dal.ca using the fillable form at least two weeks before the next scheduled meeting. Meeting dates and deadlines will be posted to www.dal.ca/provost.

2. The review panel will examine LOIs as submitted, seeking further information and consultation as needed.

3. If the LOI is approved, a full proposal may then be prepared and submitted to the review panel.

4. The review panel will evaluate completed proposals at least twice per term.

5. The recommendations for funding will go from the review panel to the Provost Committee for approval.