

College of San Mateo  
**Project Proposal Guidelines**

The College of San Mateo supports creativity and innovative programs that promote the college's Mission, Diversity statement, and Institutional Priorities. The Institutional Planning Committee will do a preliminary evaluation of each proposal based on the stated goals, activities, outcomes, and resources requested to ensure that it aligns with CSM's Strategic Goals. (There is no guarantee that a proposal will be funded.)

**Proposals include four parts:** Overview, Project Narrative, Budget Summary, and Work Plan. A Summative Evaluation Report will be required once year. Each part is described below.

- Project proposals due date: January - March for Fall implementation
- Summative evaluation reports will be due once a year

**For technical assistance:** In developing a project proposal, consult with your division dean(s), the appropriate vice president, the Chief Business Officer, and the Office of Planning, Research, and Institutional Effectiveness. Also, if there is a similar initiative on a sister campus or in the state, please review and incorporate those efforts as well.

Requirement for Evaluation

**Part One: Overview**

**Type of project:** Indicate all that apply:

Exploratory project/pilot

“Scale up” of existing project if the proposal is referring to an existing project

Collaboration or partnership

Other

**Anticipated timeline or project duration: (Projects are evaluated and funded annually.)**

**One-year**

**Two-year**

**Three-year**

**One time monies only**

**Abstract.** Provide a one-paragraph summary that serves as an introductory overview. What is the scope of the project and how does it benefit the CSM community? What is the mode of delivery to meet the student and community needs including program, courses, or services? Is there a plan to build outside partnerships? Has the proposal been included in any department's program review?

## Part Two: Project Narrative

The project narrative should address the components outlined below which are also contained in the WorkPlan. These should be included in the Workplan and must include budget information.

**Target Population:** Who will the project benefit? What is the forecasted amount of active students specific to this initiative in the first year of the project and beyond?

**Description:** What does the project propose to do? Describe the project's goals and their expected measurable outcomes. Please refer to specific metrics such as LOAD, Retention rates, successful completion, and any other applicable metrics.

**Rationale:** Why do this? What need does it meet or problem does it help solve? How does this project support the CSM community and CSM's Strategic Goals? (Refer to Educational Master Plan, Student Equity Plan; SSSP Plan, and College Index as needed).

**Partnerships/Sustainability:** Who are the departments, services, and programs as well as lead faculty, staff, administrators, and students who will collaborate to implement the project? If applicable, how will this initiative tie to the community beyond the college? In addition, how do you envision the project becoming a permanent part of the college community?

**Project Lead/Coordinator Qualifications:** Please describe the duties and responsibilities of faculty or staff expected to support this project and their qualifications needed to participate in this project. Is there expected release time or staff salaries tied to participation? If yes, please include in the budget. Any identified personnel time must be reviewed and approved by the appropriate administrator/supervisor.

**Facilities:** Where will the project be established? Describe, as appropriate, facilities' use and needs and/or use of off-campus or community sites.

When will activities be conducted? Include the timeline for the activities in the Work plan.

## Part Three: Budget Forecast

Provide a detailed line-item budget and a rationale to illustrate how budget items are explicitly linked to the strategies you propose.

- Have you sought other funding? Are there existing college resources that could help support the project? Will this request require matching funds or serve to match other funding sources? If the project is successful, how do you anticipate it can be financially sustained?
- Complete the Budget Worksheet for the anticipated duration of the proposal.
- **Project Evaluation:** (See Part 5) Summative Evaluation Reports for approved projects will be due to IPC annually in the Spring semester and project updates are expected annually. Projects are funded annually, per the Summative Evaluation Reports and IPC

evaluation. In anticipation of your evaluation, you should begin to identify unique assessment tools or methodologies you plan to employ. Assessment tools or methodologies could include, as appropriate, questionnaires, surveys, interviews, observations, testing, and focus groups.

**Technical Assistance:** The Office of Planning, Research, and Institutional Effectiveness can provide technical assistance in developing an evaluation plan for your proposal, designing data collection instruments, and/or reporting on student outcomes.

### Part Four: Work Plan

**Note:** Attach additional Work Plan sheets for additional goals. The Work Plan helps organize project activities. It will also inform the Summative Evaluation Report. For multi-year projects, submit draft 2<sup>nd</sup> and 3<sup>rd</sup> year Work Plans for IPC consideration.

Project Proposal Title:

<b>Goal #1:</b>					
<b>Objective</b> (What will you do to meet this goal?)	<b>Activities</b> (What will you do to meet the objective?)	<b>Timeline</b> (What is your target date for completion?)	<b>Person Responsible</b> (Who is the responsible person for completing this objective?)	<b>Measurable Outcomes</b> (How will you know you have reached this goal?)What assessment tools will you use?	<b>Resources Needed</b> (What do you need to make this possible?)

### Budget Worksheet

For multi-year projects, please include yearly Budget Narratives. Please review this proposed budget with the CBO. (These may be revised as necessary, per the annual Summative Evaluation Report and IPC evaluation and recommendations.)

	Description	Amount
<b>1000's</b> (Faculty and Administrative Salary)		
<b>2000's</b> (Classified Salary)		
<b>3000's</b> (Benefits)		
<b>4000's</b> (Supplies & Materials)		
<b>5000's</b> (Other Operating Expenses and Services)		
<b>6000's</b> (Capital Outlay)		

## Budget Worksheet

**Title of Project:**

**Requested by:**

**Amount Requested:**

The Budget for this project must be designated in the following appropriate categories:

1251	Counseling Salaries (FT – counseling)	\$
1310	Teaching Salaries (Hourly)	\$
1329	Substitute Teaching Salaries (Hourly)	\$
1429	Prof Dev Counselor (FT-non-counseling)	\$
1451	Counseling Salaries (PT-counseling)	\$
1495	Other Certificated Salaries (Faculty at	\$
2392	Student Assistant Salaries (Hourly)	\$
2394	Short-Term Hourly-Classified (Hourly)	\$
3801	Permanent Employees Benefits	\$
4510	Supplies (\$500 or less)	\$
4511	Non-Inventoried Equipment (at least \$500	\$
3802	Hourly Employees/Adjunct Faculty Benefits	\$
4580	Central Duplicating	\$
5101	Honorarium for Students	\$
5102	Honorarium for Non-students	\$
5120	Lecturer Services (Independent	\$
5130	Contract Personnel (Independent	\$
5211	Conference Expense - In State	\$
5212	Conference Expense – Out of State	\$
5220	Mileage	\$
5621	Software and Software License	\$
5690	Other Contracted Services	\$
5694	Contracted Printing Services	\$
5820	Postage	\$
6450	Inventoried Equipment (Over \$5,000)	\$
	<b>TOTAL</b>	<b>\$</b>

## **Part Five: Summative Evaluation Report**

Summative Evaluation Reports for approved projects are due to IPC annually in the spring semester and projects updates are due each year. Projects are funded annually, per the Summative Evaluation Reports and IPC evaluation and final cabinet approval. The report must include quantitative data such as the numbers of students and/or faculty and staff served and any measurable impact on student success (retention, persistence, completion, transfer, and certificate/degree rates).

Refer to the project proposal, Work Plan, and budget in completing the report. Briefly summarize the project's goals for this year, the primary activities associated with those goals, and their measurable outcomes.

### **Goals and Measurable Outcomes**

- Did you successfully complete the goals and activities proposed in your Work Plan? Summarize their status here, referring to the project Work Plan(s).
- Who participated in implementing the project? Identify successful or challenging collaborations and partnerships.
- Who benefited from the proposed activities? The target population(s) might include faculty, staff, students, members of the community, etc. Address whether you met your proposed measurable outcomes for your goals.

### **Evaluation Methods**

- What assessment tools, methodologies, or types of evidence did you employ to evaluate the project's success? How effective are these in measuring the success of the proposed goals and activities

### **Lessons Learned/Next Steps**

- Did the activities, methodologies, or strategies you initially proposed lead to the measurable outcomes you expected? Describe effective strategies, challenges, or unintended consequences.
- Was your project's proposed timeline realistic and attainable?
- For multi-year projects, do you anticipate changes to the project's goals, Work Plan's activities and timeline, or measurable outcomes? If so, indicate proposed changes and provide a rationale, which may inform your next Work Plan.

### **Resources**

- Evaluate the adequacy or appropriateness of the resources dedicated to this project. (Resources may include personnel, facilities, equipment and supplies.)

- Working with the Business Office, provide a summary of the year's budget expenditures. Please detail any budget overages or unspent monies and provide reasoning. For multi-year projects, do you anticipate changes to the project's budget? If so, indicate proposed changes and provide a rationale, which may inform your next Budget Worksheet.