Student Success Quantum Leap Proposal

**Project Name:** <Project Name here>

**This proposal responds to the Keystone Project on: <Keystone Project Name here>**

**Proposal Submitted By:** <Name>

**Institution:** <Institution Name>

President Sign-Off:

Provost Sign-Off:

Date:

***Institutions should consult the RFP guidelines and criteria in preparing their proposals, including the descriptions of the Student Success Quantum Leap, the Keystone Projects, the glossary, and the evaluation rubric.***

# Project Definition

## Problem Statement / Issue Being Addressed

*Please articulate in one-to-three sentences why this project is needed. Please frame your statement to answer the question, what challenge does your institution face that this project seeks to address?*

## Background & Rationale

*Provide the background and rationale for why this project is needed. Expand on how this project both aligns with your institution’s overall strategy for student success and will move you forward in meeting your goals*.

## Project Description

## Addressing the CHALLENGE

*How will the proposed project address the challenge or issue outlined above? What will be done? What will success look like?*

## Alignment to Student Success Quantum Leap

*How does this project relate to one or more of the three pillars – Advising, Finances, Belonging – that are the foundation of the Quantum Leap on Student Success? If the proposal addresses one of the Keystone Projects, please indicate which one and how your project will customize the keystone project to your institutional student success needs.*

## Quantum Leap-Worthiness

*The project should be “Quantum Leap-worthy”, meaning it must go beyond business as usual and constitute an innovative project that moves institutional approaches to student success in new directions, takes some risks, and/or scales up proven initiatives in order to make dramatic progress in student outcomes. Please describe the distinguishing features of this project that will contribute towards making a genuine quantum leap in Student Success.* ***If your project focuses on scaling a proven initiative, please provide an Appendix with data regarding its efficacy.***

## Impact On Students

*What specific student populations will the project focus on in terms of cohorts (first-time full-time, transfer, first-generation, income, etc.), demographics, etc. Please also address how the project will contribute to equity. That is, how will your project work to ensure and advance equitable access to, participation in, and/or persistence and completion through high-quality and high-impact educational opportunities by student populations that have historically been underserved and are achieving at rates that are not comparable to majority or Anglo populations at your institution.*

# Project Outcomes

## Project outcomes

***Refer to the RFP Glossary for more information.***

| **#** | **Outcomes**  Proposers may determine how many outcomes are appropriate |
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| 2 |  |
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| **…** |  |
| **…** |  |

## Measuring Success

*Provide a brief narrative statement describing your institutional philosophy and approach to assessing student success initiatives, in general, and the proposed project, in particular. What will success look like for this project? What return on investment do you anticipate and how will you deliver the most “bang for the buck?”*

## Assessment Plan

*What data and methods do you plan to use to evaluate the effectiveness of the activity or plan? What direct and indirect measures will you use? Please indicate any quantitative or qualitative methods and instruments that will be used to collect the data. We ask that you attend to the larger questions, i.e., how you will measure the required focus on one or more of the three Quantum Leap pillars, as well as indicating how you will assess the particular interventions and strategies you intend to put in place to achieve your proposal outcomes. Assessment plans must be able to track and control for the interventions and strategies put in place through project funding. Please indicate also how you will disaggregate data across student populations and targeted cohorts to work towards equity and the reduction of opportunity and achievement gaps for underserved students. For a more detailed description of the assessment plan, please refer to the glossary.*

| **What will be measured** | **Is this a direct or indirect measure?** | **What data will be required for this measure/metric?** | **How will you gather the data?** |
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## Measurements and/or Metrics

*Outline how the project will be assessed to determine its success. Please note that, if your project is funded, you will need to report out on your measures and emerging results at regular intervals (e.g., year 1, year 2 and year 3).*

| **What will be measured and at what frequency?** | **Baseline** | **Benchmark**  (If available)\* | **Target** | **Anticipated Date for hitting Target** |
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*\* If there are benchmarks pertinent to your project please indicate.*

# Cost and Resources

## Resources Needed

*Identify the types of resources (people, equipment, and materials, etc.) and the quantities needed for each resource. You may submit this information in narrative form, if preferred.*

| **Resource** | **Brief Description** |
| --- | --- |
| ***Human Resources (staffing)*** |  |
| ***Hardware/Permanent Equipment (Infrastructure)*** |  |
| ***Supplies/Software (Build or Buy)*** |  |
| ***Professional Development*** |  |
| ***Travel Expenses*** |  |
| ***Convening Costs*** |  |
| ***Outside Vendors/Contracted Services*** |  |
| ***Other*** |  |

## Total Budget Ask by Fiscal Year

*Outline your budget ask (excluding the institutional contribution by fiscal year). Please note that the total funding cannot go beyond Fiscal Year 2020.*

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| **Fiscal Year 2017** | **Fiscal Year 2018** | **Fiscal Year 2019** | **Fiscal Year 2020** |
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## Estimated Budget

*Please attach a detailed budget for your proposal. For each fiscal year of the project, provide the break-down of requested funds, in-kind institutional contributions (where appropriate), and the year(s) requested.*

## Project Risks

*“Quantum Leap-worthy” projects entail risk, and not all will be successful. What are the primary risks that might compromise or inhibit the project’s success?*

## Long-Term Sustainability and Scalability

*Assuming the project is successful, please outline your plan for institutionalizing and sustaining this project on your campus. How do you plan to address budgetary, staffing, cultural and other challenges often associated with new initiatives/projects?*

# Project Planning

## High-Level Timeline for project

| **High-Level Activity or Phase** | **Desired / Planned start date** | **Desired / Planned end date** |
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# Project Participants

## Stakeholders Involved in the Project

*When identifying stakeholder responsibilities, outline who will be accountable (buck stops here), responsible (doer), consulted and informed on various activities that will occur during the project.* ***Please identify a Project Champion, the person designated by institutional leadership to see the project through from conception to implementation and assessment.***

| **Stakeholders** | | |
| --- | --- | --- |
| **Name or Group** | **Department or Unit** | **Responsibilities on Project** |
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# Engagement Plan

*This Quantum Leap requires broadening institutional engagement and shared responsibility for student success among a critical mass of administrative leadership, faculty, staff and students, and beyond the stakeholders enumerated above. Describe how you will foster and measure greater institutional engagement and shared responsibility for student success.*