

Chancellor's Innovation Fund - Grant Application Instructions

1. Purpose of Chancellor's Innovation Fund Grants

The Chancellor's Innovation Fund is a strategic initiative to foster collaboration, innovation, and creativity across the Vermont State Colleges System (VSCS). It is designed to support projects that involve faculty and staff, promote cross-campus and interdepartmental collaboration, and help advance the system's mission and strategic priorities. Faculty and staff applicants may engage students in their proposed project, but students may not apply independently for funding.

2. Eligibility

Eligible applicants include:

- **Faculty and staff** from any VSCS institution, including shared services staff.
- Preference will be given to teams that form across departments, campuses (CCV academic centers and VTSU campuses), and roles in order to leverage diverse perspectives and foster a system-wide sense of unity and collaboration.

3. Application Basics and Grant Awards

- **Funding Amounts:** Applicants may request funding up to \$50,000. While there is no minimum amount specified, proposals should reflect a thoughtful and realistic budget that aligns with project goals.
- **Grant Term:** Projects will be awarded for a term of one calendar year. Grantees may request a six-month extension if additional time is needed, provided the request is made at least 30 days prior to the original project end date.

4. Scoring Criteria

Proposals will be evaluated on the following criteria:

- **Alignment with VSCS Mission & Strategic Priorities:** Projects should demonstrate a clear connection to the VSCS mission and address multiple strategic objectives in innovative ways. Strong proposals will show how the project contributes to student success, operational efficiency, and community engagement.
- **Integration and Collaboration:** Successful proposals will involve collaboration across departments and institutions. The strongest proposals will feature comprehensive partnerships between CCV and VTSU, Shared Services, and other stakeholders across the system, fostering system-wide synergies and a unified approach.
- **Project Feasibility and Sustainability:** Proposals should include a detailed implementation plan, showing the steps necessary to achieve project success. Projects with clear, sustainable outcomes and the potential for long-term impact will score higher.
- **Innovation and Creativity:** Innovative and transformative ideas that offer creative solutions to institutional or operational challenges will be given priority.
- **Measurable Outcomes and KPIs:** Proposals must include well-defined objectives and/or measurable Key Performance Indicators (KPIs). Projects should demonstrate a clear plan for how success will be measured and reported.

For more detailed scoring guidelines, refer to the [Chancellor's Innovation Fund Scoring Rubric](#).

5. Application Process Outline

- **Step 1: Application Submission:** Proposals must be completed using the application template and submitted via the online application system by **April 18, 2025**.
- **Step 2: Evaluation & Scoring:** Proposals will be reviewed and scored based on the criteria above by the Chancellor's Innovation Fund Committee, which consists of diverse leaders from across the VSCS system:
 - Ernesto Fernandez, VTSU Director of Institutional Advancement
 - Wilson Garland, VSC Director of Transformation
 - Jen Garrett-Ostermiller, VTSU Director of the Center for Teaching & Learning Innovation (CTLI)
 - Aimee Stephenson, CCV Director of Resource Development
 - Heather Weinstein, CCV Dean of Strategic Initiatives and Student Affairs
 - Fern Fryer, CCV Faculty, Academic Council Member
 - Meaghan Meacham, VTSU Faculty Assembly Moderator

The committee will submit top choices to the Objectives Leadership Committee (OLC) for final review and approval, which shall include:

- Beth Mauch, Chancellor
 - Nolan Atkins, VTSU Provost and Vice-President of Academic Affairs
 - Dave Bergh, VTSU President
 - Mary Brodsky, CCV Dean of People and Culture
 - Joyce Judy, CCV President
 - Sharron Scott, VSC Chief Financial Officer and Chief Operating Officer
- **Step 3: Notification of Awards:** Applicants will be informed of their funding status by **May 15, 2025**.

6. Reporting Expectations and Timelines

- **Regular Updates:** Each project will work closely with a member of the Chancellor's Innovation Fund Committee (CIF). Project lead(s) and their CIF Committee Contact will collaboratively establish a schedule of regular check-ins to discuss project progress
- **Progress Reports:** At the end of the fall semester, each project principal will deliver a 20 to 30-minute progress update to the Innovation Fund Committee. The presentation will cover milestones achieved, outcomes to date, project impact, any challenges or delays encountered, upcoming goals, what's working and what's not, lessons learned, and the long-term sustainability plan.
- **Final Report:** A final report summarizing the entire project and its outcomes will be required at the end of the project
- **Extension Requests:** If additional time is required, a six-month extension may be requested at least 30 days before the project end date.

7. Application Resources

- [Scoring Rubric](#)
- [VSCS Strategic Priorities](#)

8. Program Deadlines

- Proposal Deadline: **April 18, 2025**
- Notification of Funding: **the week of May 15, 2025**
- Project Term: One calendar year from award date
- Progress Reports: Once a semester
- Final Report Due: 30 days after project completion
- Extension Requests Due: 30 days before project end date

9. Contact Information

For questions or assistance during the application process, please contact the team at: "VSC | Innovation Fund" innovationfund@vsc.edu

10. Application Submission Instructions

To apply, please follow these steps:

- Visit the [Chancellor's Innovation Fund Application Portal](#)
- Complete the online application form, including your project plan, timeline, and budget
- The proposal uploaded to the Application Portal must be approved by leadership. Applicants will be asked to attest that all key collaborators have informed and obtained endorsement from their supervisor, Dean (VTSU faculty), or Coordinator of Teaching and Learning (for CCV faculty), and their president/executive leadership prior to this proposal submission.
- Submit your application by **April 18, 2025**