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**President’s Strategic Investment Fund**

The Oregon Institute of Technology’s Board of Trustees had allocated funds for the fiscal year 2018-19 (FY19) to be used at the President’s discretion for strategic investment purposes. This fund is to be used for longer-term, though not permanent, investments in strategic initiatives that are aligned with one or more of Dr. Nagi’s 11 short-term action goals and/or the Board of Trustee’s investment philosophy in long-term sustainable ways. Funding for strategic investments may be longer than one fiscal year, but will have a designated term of investment not to exceed three years, after which time the project/program should be funding itself. Additionally, all requests submitted will include measurable annual goals and metrics, plans for sustainable funding and, if needed, a sunset clause.

**Contact: Stephanie Pope, Assistant Vice President for Budget & Planning**

Process for Contingency Fund approvals:

1. Requestor completes the Strategic Investment Fund (SIF) Request Form, including sign off from the executive sponsor (VP/Dean/AVP etc.) and returns it to the Budget Office.
2. Budget Office evaluates the budget request and reviews available SIF Balance, other possible sources of funding, asks follow-up questions, and passes data, recommendation and the funding request along to Vice President of Finance & Administration for review. VPFA will include the SIF request on the next available Senior Leadership Team meeting agenda.
3. Project Executive Sponsor (Dean, AVP, VP, etc.) may be asked to present all pertinent information at the Senior Leadership Team Meeting. Budget Office recommendations and data will be made available to the Senior Leadership Team prior to deliberations. The Senior Leadership Team will review the SIF request and pass recommendation on to the President for approval, denial, or modifications.

**11 Short Term Action Goals**

* 1. Increase Reputational Capital
	2. Increase Enrollment
	3. Grow Student and Campus Diversity
	4. Extend Academic Planning Part 1 (General Education)
	5. Extend Academic Panning Part 2 (Elevate instructional Experience)
	6. Invest in Talent
	7. Grow our Culture of Pride
	8. Organizational Improvement Part 1 (Processes and Technology)
	9. Organizational Improvement Part 2 (Entrepreneurial Culture)
	10. Build Alumni Relations and Philanthropy
	11. Leverage Academic and Industry Partnerships

**Board of Trustees’ Investment Philosophy**

1. Generate increased revenue through creation of new or expanding existing applied-degree programs and/or university revenue producing functions that are affordable while being responsive to industry and student demand
2. Generate recurring cost savings for both financial and human capital
3. Contribute to the strategic mission of Oregon Tech
4. Address unmet needs that do not necessarily result in increased revenue and/or generate recurring cost savings, especially where the nature of unrestricted funds can be used

**Strategic Investment Fund Request Form**

**Project Name:**

Click or tap here to enter text.

**School/Unit:**

Click or tap here to enter text.

**PROPOSER (NAME, TITLE, EMAIL AND PHONE NUMBER):**

Click or tap here to enter text.

**EXECUTIVE SPONSOR (NAME, TITLE, EMAIL AND PHONE NUMBER):**

*(Dean/Provost/VP etc.)*

Click or tap here to enter text.

**EXECUTIVE SUMMARY:**

*(Summarize the project scope and benefits in approximately 150 words or less.)*

Click or tap here to enter text.

**FUNDING REQUEST:**

Total Amount:

Click or tap here to enter text.

Granted in Increments Over Which Fiscal Years (Should be no more than 3 years):

Click or tap here to enter text.

1. **PROJECT DESCRIPTION:**

*(Detailed description that expands upon the Executive Summary)*

Click or tap here to enter text.

1. **PROJECT** **GOALS**:

*(Describe impact of the project. What outcomes do you anticipate as a result of this effort? How will this be transformative and help the University achieve its goals?)*

Click or tap here to enter text.

1. **STRATEGIC PLAN IMPACT**

*(Check no more than three that are primarily related to the proposal and then provide detail. Explain how this project/initiative is directly related to the strategic goals of Oregon Tech, aligns with the 11 short-term action goals, and the Board’s investment philosophy. How this will benefit the institution moving forward)*

**11 Short Term Action Goals**

[ ]  Increase Reputational Capital

[ ]  Increase Enrollment

[ ]  Grow Student and Campus Diversity

[ ]  Extend Academic Planning Part 1 (General Education)

[ ]  Extend Academic Panning Part 2 (Elevate instructional Experience)

[ ]  Invest in Talent

[ ]  Grow our Culture of Pride

[ ]  Organizational Improvement Part 1 (Processes and Technology)

[ ]  Organizational Improvement Part 2 (Entrepreneurial Culture)

[ ]  Build Alumni Relations and Philanthropy

[ ]  Leverage Academic and Industry Partnerships

**Board of Trustees’ Investment Philosophy**

[ ]  Generate increased revenue through creation of new or expanding existing applied-degree programs and/or university revenue producing functions that are affordable while being responsive to industry and student demand

[ ]  Generate recurring cost savings for both financial and human capital

[ ]  Contribute to the strategic mission of Oregon Tech

[ ]  Address unmet needs that do not necessarily result in increased revenue and/or generate recurring cost savings, especially where the nature of unrestricted funds can be used

Click or tap here to enter text.

1. **PROPOSAL HISTORY**

*(Has funding been approved or denied in the Strategic Investment Fund, University budget process, or in any other manner for this project? If so, please explain when it was approved or denied and how much in funding has been received to date, if any.)*

Click or tap here to enter text.

1. **PROJECT TEAM:**

PROJECT MANAGER (who will be responsible for the deliverables) LEADING THE EFFORT, IF DIFFERENT FROM PROPOSER (NAME AND TITLE):

Click or tap here to enter text.

PROJECT COLLABORATORS WHO ARE SUPPORTING THE EFFORT WITH FINANCIAL AND/OR OTHER RESOURCES *(Please describe support provided by each collaborator, both internal and external):*

Click or tap here to enter text.

Projected START and END Dates:

*(Please note if there are any start/end date dependencies, e.g., if the project timeline is dependent on external funding, academic calendar cycle, etc.)*

[ ]  Ongoing with sustainable funding after strategic investment ends

Project Start Date (Month/Year):

Click or tap here to enter text.

Project End Date (Month/Year):

Click or tap here to enter text.

1. **PROJECT BUDGET:**

*(Sources and uses, by fiscal year for up to ten years, to include all sources of funding.)*

Click or tap here to enter text.

1. **PLAN FOR SUSTAINABLE FUNDING:**

*(How will this program be supported and governed once SIF funds are expended? Please be specific about future commitments and where possible, provide attestations from appropriate source, e.g., if philanthropy is part of the plan for sustainable funding, please provide a commitment letter from affiliated foundation/donor/etc.)*

Click or tap here to enter text.

1. **MILESTONES (Key dates or events):**

Click or tap here to enter text.

1. **PROJECT METRICS:**

*(How do you know if you are reaching your project goal described in Item B above? Please note specific indicators of success for each year of the project, preferably using a bullet format. These metrics will be reviewed to determine whether funding will be granted each subsequent year.)*

Year 1

Click or tap here to enter text.

Year 2

Click or tap here to enter text.

Year 3

Click or tap here to enter text.

1. **RISK MANAGEMENT PLAN**

Project Key Risks:

*(What is necessary for project success, other than SIF funding? Are there dependencies on other funding sources?)*

Click or tap here to enter text.

Risks to Project Success:

*(What could derail project success? What actions will be taken to mitigate key risks?)*

Click or tap here to enter text.

1. **SIGNATURES**

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Proposer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer Name (Print)

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Project Sponsor Signature\* Date

*(if different from above)*

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Project Sponsor Name (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, Provost, VP Signature Date

\**Sponsor acknowledges that proposal is aligned with school/unit strategic plans*

Project Sponsor must assign one of the following categories to this proposal:

Project Sponsor must assign one of the following categories to this proposal:

[ ]  A = Priority (*note: no more than 2 proposals per review cycle may be designated a priority by school/unit)*

[ ]  B = Recommended but not a priority

[ ]  C = Not a priority