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ANROI (Allwell North Resource Optimization Innovation)

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PSU Integrated Cluster (IC) Project Funding Process & Proposal Form

Project Proposal Submittal Process: All IC projects requesting funding will require the completion and submittal of three (3) forms:

- ☒ **Project Proposal Form – project scope & outcomes** (*included in this document*)
- ☒ **Project Guidelines Form – reflective document outlining desirable IC project attributes**
- ☒ **Project Budget Form – Excel spreadsheet to facilitate budget planning**

Instructions for Submitting Project Proposals:

- ✓ Download the 3 forms to your computer
- ✓ Complete the forms and save them; including the title of your project in the file name
- ✓ Forward the 3 files via email to the IC Project Manager, Ross Humer rhumer@plymouth.edu
- ✓ Project Proposal will be logged & forwarded to the appropriate IC Guide Team

If not reviewed in advance of the submission, it is important to discuss the Project with the IC Guides to review, refine, and rework (if necessary) to obtain funding approval.

Project Funding Review Process: All proposed projects will be reviewed by the Cluster Guide team. Depending on the level of funding amounts being requested, the proposal request will follow the process outlined as follows:

- **Level 1:** Any project with a proposed budget of less than or equal to \$1,000 can be approved by the Cluster without additional review
- **Level 2:** Any project with a proposed budget of \$1,000 but less than \$5,000 can be approved by the IC Project Review Team, which is made up of representatives from each of the 7 Clusters (*see release time exception directly below*)
- **Level 3:** Any project with a proposed budget of \$5,000 or greater **or** requires faculty release time, must be first endorsed by the IC Project Review Team and submitted to the Academic Deans for review and approval

The project funding approvals are limited to one academic year; projects which require additional funding in subsequent years will need to be resubmitted annually for review and approval.

Deliverables: At the conclusion of the academic year, a deliverable to the Integrated Cluster Proposal Review Team and Academic Deans is required in order for the project director/coordinator, artist, or author and collaborator(s) to be eligible for future funding. This reporting requirement may be met by numerous means which will be identified as this process matures. It is anticipated that awardees will present their works before a wide public gathering to be scheduled during the upcoming Academic Year.

Instructions for the PSU Integrated Cluster Project Proposal Form: Please complete all of the elements of the following form in the spaces provided before saving and then submitting the document.

PSU Integrated Cluster Project Proposal Form

Title: ANROI

Project Leadership: (Identify Project Director/Manager or Co-Manager/s)

Tom Guarino

Project Description: ANROI is the acronym for AllwellNorth Resource Optimization Innovation which is the foundation for a mechanism establishing new and innovative uses of the university's resources. ANROI becomes the umbrella organization where teams of students, under the guidance of an advisory board, brainstorm, create, design and develop ideas for using existing university facilities, such as AllwellNorth and Merrell Place for activities involving external audiences. These student teams will meet in an open lab where they will be assigned to teams of students from different clusters/majors for teambuilding exercises leading to the brainstorming, collaboration and consensus needed to jointly develop a product/service plan, including supporting documentation and rationale, for presentation to the advisory board for approval/rejection.

Project Goals and Outcomes:

- 1. Project Goals – Briefly identify and describe the objectives of this project** The primary goal is engage students in the creation of revenue generating ideas for the university's available resources, to provide real world experience with implementation ideas that become approved and to provide opportunities to see how the integration of clusters contributes to learning.
- 2. Student Learning Outcomes – Outline the expected student learning outcomes** Students will develop teambuilding, leadership, critical thinking, decision making, planning, budgeting, product development and project management skills.

Rationale and Impact:

Considering the questions below, please write your project rationale and impact statement.

Include how this project will further the Mission and Vision of PSU with respect to 1) fostering collaboration across disciplines; 2) addressing a relevant societal issue, and 3) establishing relationships with community partners, external institutions, companies, non-profits, schools, government agencies, etc. and 4). Making an impact

How does this proposed project advance the Integrated Cluster mission and vision? How does this project facilitate high impact teaching and learning, cross disciplinary collaboration, student engagement and partnership involvement, and real world problem exploration? What are the anticipated impacts of this project?

Is this project an extension of work already in progress, or an entirely new endeavor? Does it integrate with areas that team leaders are already teaching or is it an opportunity to delve into unfamiliar content or a bit of both?

Project Rationale and Impact Statement: This request is for the initial creation of an open lab for purposes of piloting the ANROI project. This open lab is envisioned for offering in the Spring 2017 to include two or three, one hour per week, open labs with 20 students in each lab. This project engages a variety of students from across the campus to work with others in different disciplines in the creation of ideas leading to an implementation plan for launching a new and innovative product or service using existing PUS physical resources. In addition, the participants in the open lab will agree, design and create all required documentation supporting their team's efforts including weekly minutes, final presentation, evaluation of each participant, description of final product/service, implementation plan, projected results and supporting business plan. It is important to note that faculty and staff are required for advisory board positions including someone with the authority to approve (of disapprove) recommendations rising from this cluster project. While verbal approval has been received from the president's cabinet, staffing this board is necessary prior to launching the open lab for the project. I will work to complete this staffing need should this project receive final approval. My initial thought is to have representation on the advisory board from finance, A&T, I&E, J&S, E&D, H&HE and maybe more.

Project Team

PSU Project Participants (essential core team participants including faculty and staff)

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Tom Guarino	I&E/ faculty/CPA	Project leader	Consulting & Startup	tfguarin@plymouth.edu

Non-PSU Project Participants (stakeholders; partners; academic institution; etc.)

Name	Organization	Project Role	Discipline/ Specialty	Email
TBD				

Student Participant Profile (Identify the student population/s to be engaged in the project.

Identify if this has been or is planned to be incorporated into curricula)

Class/ Student Organization/ Individuals	Role in Project	Academic Level (Undergraduate or Graduate)	Academic Discipline	Total Student Population
Open to all students				

IRB (Institutional Review Board) Compliance

IRB Compliance: <http://www.plymouth.edu/office/institutional-review-board/>

- This project DOES NOT require IRB compliance
- This project DOES require IRB compliance (*complete below*)

IRB Approval Status:

IRB Approval Date:

Any funding approvals of IRB-required projects are contingent on obtaining IRB approval.

Project Management: Timeline and Milestones

Identify the timeline for the project including start, completion, and major project milestones. A closing report will be required as a part of the project funding process.

Project Start Date: 1/1/2017

Project Complete Date: 1/12018

Project Milestone	Milestone Description	Target Completion Date
Project Presentations	Tax day is the target for the initial class to make its product/service recommendation to the advisory board	4/15/2016
Project Approval	Approval or rejection of presented projects	5/10/2016
Continue/discontinue	Decision to continue or discontinue the ANROI project resulting from outcomes achieved or not achieved.	5/18/2016

Please identify any pre-project education or training for students, faculty, and staff that would be helpful for your project team to have in advance to begin work on a strong footing (e.g., skill training,

concepts), and identify any training and education that you are willing to help provide during the preparatory period for the project team before team work formally begins.

Student Education/ Training Requirements: Open lab initiation for this project will include some parameters regarding available PSU resources, basic teambuilding and brainstorming sessions, and agreement on final product requirements.