

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: International Conference on Sustainable Development

Project Leadership: Dr. Filiz Ruhm

Project Description: 14 students from variety of majors, who are either in my PO3030 Refugees and Security course or members of Model United Nations student organization, which I advise, and I will be attending International Conference on Sustainable Development in NYC between September 20th and 22nd.

Project Goals and Outcomes:

- 1. Project Goals – Briefly identify and describe the objectives of this project** Introduce students and myself variety of issues related to sustainable development in general and refugees in particular, connect with stakeholders from governments, international organizations, non-profit and profit institutions and academics. Exchange ideas on developing potential projects for the local communities.
- 2. Student Learning Outcomes – Outline the expected student learning outcomes** Majority of the students attending are juniors and seniors. In addition to goals described above this conference will help them to enrich their resumes, connect with people from different institutions and whichever path they are seeking. Graduate school or job market, start taking steps towards successful future careers.

Rationale and Impact:

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

This project definitely foster collaboration across disciplines. The students, who are attending the conferences comes from variety of disciplines including Political Science, Public Management, Biology, Social Science, Anthropology/Sociology, Continuing Education, Marketing and Sales, Accounting, Environmental Science and Policy, Communication and Media Studies.

The conference takes a very holistic approach to sustainable development thus panel discussions covers variety of social issues, including climate change, refugees, youth activism, sustainability in many areas. Please see conference schedule at <http://ic-sd.org/>

I am hoping that our institution will become a member of Sustainable Development Solutions Network: A Global Initiative for the United Nations, which organizes this conference annually as well as other programs. I hope that we will work with them to develop programs for our region that have campus/community impacts.

“The aim of the conference is to identify and share practical, evidence-based solutions that can support the Sustainable Development Goals (SDGs). This year’s conference theme is **Moving Forward: The SDGs in Practice**. The ICSD provides a unique opportunity to bring together stakeholders from government, academia, the United Nations, international agencies, NGOs, and grassroots organizers to share practical solutions towards the achievement of more sustainable and inclusive societies.” Our students and I will have several opportunities to connect with these stakeholders.

Finally, several students from the group working on developing projects for our communities as well as refugees of NH. They are planning to enter social venture challenges of UNH and Harvard University. This conference will give them opportunities to advance their projects.

This conference’s mission, attendees, lectures and my students’ range of disciplines definitely advance the integrated Cluster mission and vision.

I am hoping that this conference and project will help me to turn this project into an open lab.

Project Team

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

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Filiz Ruhm	Assoc. Prof. of Political Science	Faculty leader	Political Science	For1000@plymouth.edu

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

stakeholders from government, academia, the United Nations, international agencies, NGOs, and grassroots organizers. Please see the list at <http://ic-sd.org/>

Name	Organization	Project Role	Discipline/ Specialty	Email

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

PO3030 Refugees and Security	Conference attendance, project developmen t	Undergraduate	Political Science, Public Management, Biology, Social Science, Anthropology/Sociology, Continuing Education, Marketing and Sales, Accounting Environmental Science and Policy, Communication and Media Studies	7
Model UN Student Organization	Conference attendance, project developmen t	Undergraduate/graduat e	Same as above	7

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: 9/20/2016

Project Complete Date: 9/23/2016

Project Milestone	Milestone Description	Target Completion Date
September 20-22, 2016	International Conference on Sustainable Development –Conference participation	9/22/2016

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: This conference participation is mostly open to Juniors and Seniors. For the last three week, in Refugees and Security course, we have been discussing concepts, theories, history. We are also brainstorming potential community projects both in class and Model UN organization meetings.