

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: Cluster Archive

Project Leadership: (Identify Project Director/Manager or Co-Manager/s Annette Holba; Team Members (below)

Project Description: Plymouth State is the first university in the nation to completely rewrite its organizational structure to fit a cluster model. Born-digital records, both those generated organically as part of the change process as well as those intentionally created to document our evolution, have potential to support future decision-making and assessment and to document our history.

These records need to be collected and managed in an effective way that maximizes their value, and the value of the work they represent. As such, they should be preserved in a digital archive designed for that purpose. A digital archive will organize, make accessible, and preserve resources documenting Plymouth State's transition to this new organizational framework and showcase the products of cluster projects.

Project Goals and Outcomes:

- 1. Project Goals – Briefly identify and describe the objectives of this project** Archive materials useful for academic research
- 2. Student Learning Outcomes – Outline the expected student learning outcomes** Students will participate in the archiving process; no additional outcomes were stated specific to the timetable of first year funding; potential for future student research

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:

1. A focused effort to gather information on the changes occurring at PSU provides an opportunity to leverage open lab resources to provide students experience in such areas as:

- Videography
- Record-keeping
- Interview techniques
- Internal marketing
- Modern archival practices

2. The digital archive will be a treasury of documentation recording the transition to clusters at Plymouth State. This documentation will

- form the basis for future projects that showcase Plymouth State's transition to the cluster model, such as documentaries, public presentations, publications, or consulting materials.
- aid future assessment of the transition to clusters.
- be of use to near-future researchers studying a transition similar to the one undertaken at Plymouth State.

3. An online home for completed cluster projects will support both educational and marketing initiatives. Project materials can be made open and accessible to the world, or access can be limited to the Plymouth State University community as appropriate.

4. The same digital infrastructure needed to support the cluster archive would also support a variety of other campus-wide initiatives, including, but not limited to:

- Student-run digital journals*
- Dissemination of Open Educational Resources (OERs) developed by PSU faculty*
- Dissemination of published papers and grey literature produced by PSU faculty*
- Preservation and persistent online display of materials from the Student Showcase of Excellence
- Activities related to individual cluster projects

- Preservation of other born digital university documentation and records

Project Team

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

The following members are to be the primary participants on the Cluster Archive Steering Committee (CASC) - HUMER

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Annette Holba	Guide	Submitter		
Cathie LeBlanc	Guide	Team Member		
Alice Staples	Archivist	Team Member		
Barbara McCahan	Guide	Team Member		
Marcia Blaine	Consulting Partner	Team Member		
Rebecca Enman	Consulting Partner	Team Member		
Gale Beckwith	University Advancement	Team Member		
Ian Halter	University Advancement	Team Member		

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

Name	Organization	Project Role	Discipline/ Specialty	Email
N/A				

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).

Students will be engaged in the archiving work on a paid basis. - HUMER

Class/ Student Organization/ Individuals	Role in Project	Academic Level (Undergraduate or Graduate)	Academic Discipline	Total Student Population
N/A				

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.

Note: This is an ongoing project for the next several years; - HUMER

Project Start Date: 9/26/2016

Project Complete Date:

Project Milestone	Milestone Description	Target Completion Date
Submit Proposal	Request Funding	9/26/2016
Platform	Set up Repository Platform	11/30/2016
Procedures	Policies & Procedures	11/30/2016
Archiving	Ongoing – Catalog & Upload	
Creation	Ongoing – creation of secondary material (documentaries, interviews, etc.)	

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: N/A

Additional Notes – HUMER

The proposal requests direct access to the IC Guides for information much of which is being collected by the Project Manager and Communications Manager.

There is a request for an annual readout for the IC Initiative which has been stated as a requirement for the Funded IC Projects and is a part of the PM role requirements for AY2016-2017

This team will engage directly with faculty to complete and submit documentary project proposals:

To allow for creativity and student participation in the documentation process, the CASC will invite participants from all clusters to submit individual cluster project proposals related to documenting the processes, events, attitudes, opinions, approaches and/or unique features of a particular cluster, set of clusters, or aspect of the cluster transition. Such projects could include:

- video documentaries
- interview or oral history projects
- exhibits/displays of cluster project work
- promotional or marketing material for a cluster or the whole institution

This team has defined a new software package capable of hosting the archives. A review with IT indicates there is no expected requirement of the IT team or facilities.

The Digital Commons repository platform from bepress is the best choice to meet Plymouth State

University's needs. This product represents a significant annual expense but also confers significant benefits to the institution that would extend well beyond this project. Product details and an explanation of the decision making process is available in the attached appendix.

Librarians Alice Pearman and Christin Wixson have experience setting up and managing similar platforms, as well as expertise in digitization, metadata, digital project workflows, digital preservation and copyright issues that would be needed to implement a digital archive on the Digital Commons platform.