**SUNSHINE FUND PROJECT CONCEPT FORM**

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| Project Title  Dept. Title |  | Project Initiator  Funding Source (if known) |
| Chair’s Review (Signature)  Deans Approval (Signature) |  | Date:  Date |
| Application Deadline |  | Start/End Dates of Grant |

1. Description of Evidence-based Need
   * Please describe the current problem, question, or situation this project will address (e.g. data, research, department statistics):
   * What is the need or want, resulting from this problem/question/situation?
   * How will this project address this problem/question/situation?
   * What specific strategic directive will the project address? (Please refer to the [Institutional Effectiveness Strategic Planning web page](https://www2.sunybroome.edu/ie/strategic-planning/)).
2. Target Population
   * Who will the project serve? Does it easily transfer or expand beyond the pilot to other students, classrooms and/or areas of campus?
   * How many?
   * Please describe how this project will enhance SUNY Broome students’ learning experience:
3. Project Description
   * Please describe, in detail, how this project will encourage interdisciplinary and/or community agencies/organization collaboration:
   * Please describe, in detail, the cross-disciplinary approach to teaching that this project will employ/develop:
   * Please describe, in detail, the innovative teaching methods this project will promote:
   * Please describe, in detail, the project’s objectives and expected outcomes and how they relate to specific Institutional and Course Learning Outcomes (ILOs and CLOs).

o How will the project be measured for success? (Please provide measurable outcomes that address the above stated project objectives & outcomes.)

* + Where will the project be carried out?
  + Who will be the key players in the project?

1. Project Duration
   * What is the anticipated project duration?
   * Will the project's impact extend beyond the project timeline?

F-7001 2/2024

1. Project Needs and Costs (Outline costs)
   * Will this project have continuing costs, and if so, how will that be funded?
   * What if any equipment will be needed?
   * Computer Resources: data, phone, network and licensing needs or requirements

Note: Be sure to list the needed equipment and costs, including computer resources and, if applicable, confirm that Information Technology Services has been consulted regarding any technology needs.

* + What if any supplies will be needed?
  + Will the project need personnel?
  + Please describe any training and/or travel needs
  + Facilities, Furnishings, Space requirements
  + Please describe any other needs

1. Acknowledgement of End-of-Year Report
   * Submit a project end report within 30 days of completion, detailing project outcomes. Signature required below.

Signature of Faculty/Staff Date

F-7001 2/24