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## Program Innovation Fund Proposal Checklist

- Notify your dean/director or supervisor of your intent to submit a proposal**
- COVER PAGE** (form available on Web site\*)  
For proposals that include staff from a 4-year campus-based Continuing Education unit:
  - ✓ Include CEEC sign off
  - ✓ Obtain ranking from CEEC representative if there are multiple proposals from the same campus
- PROJECT DESCRIPTION**  
**Narrative, five (5) pages maximum, that includes:**
  - ✓ **Situation**; describing the value and need for the project
  - ✓ **Priorities**; describing what is innovative about the project, how it addresses the grant program's purpose and how it relates to one or more of the 2007-08 themes
  - ✓ **Inputs**; describing roles of project lead and collaborators and the resources that will be invested in the project
  - ✓ **Outputs**; activities (implementation plan, timeline) and participants
  - ✓ **Outcomes-Impacts**; project goals, expected outcomes, ultimate impacts
- EVALUATION PLAN WORKSHEET** (form available on Web site)
- BUDGET WORKSHEET** (form available on Web site)
  - ✓ Include a brief description for each line item
- LETTERS OF COMMITMENT** from all collaborators

**Submission deadline: May 1, 2008**

**Submit your proposal in electronic format via email to:**

[ann.keim@uwex.uwc.edu](mailto:ann.keim@uwex.uwc.edu)

\*The call for proposals, fund guidelines, cover page, evaluation plan worksheet, budget worksheet, and related information can be found at: <http://uwex.uwc.edu/innovation/>