**Application Dates:** January 1–May 31 for activities and payment during next fiscal year.

**Requirements:**

1. Assessment Mini-Grant funds must be used to support the assessment of student learning outcomes (SLO) or operational outcomes (OO) in the following areas:

* Undergraduate and Graduate Academic Programs (must be SLO-focused), or
* Educational Support programs (SLO- and/or OO-focused), or
* Administrative units (OO-focused).

1. Funds are to be used to support one-time activities designed to move the program’s assessment system forward. If used to jump start recurring activities, evidence of support for the continuation of activities must be provided.
2. A report documenting the activities undertaken and evidence of progress made in advancing the program’s assessment system forward must be shared within the department or office and the Office of Institutional Planning and Effectiveness within 90 days of completing the activities.

**Contact, Area, and Outcomes Impacted:**

Name(s) of Responsible Individual(s): Click or tap here to enter text.

Department, Office, or Unit: Click or tap here to enter text.

Academic Degree Program(s): Click or tap here to enter text.

Specific outcomes proposed activity will impact:

Click or tap here to enter text.

**Description:**

Describe the activity for which support is requested.

Click or tap here to enter text.

Describe how the activity will advance the program’s assessment system forward.

Click or tap here to enter text.

Provide an itemized budget for the activity (e.g., equipment, materials, programming, staffing, etc.).

| **Item** | **Cost** |
| --- | --- |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |

Provide other funding sources and amounts for this activity.

| **Other Funding Source (e.g., Dept., College, Unit, Division, etc.)** | **Amount** |
| --- | --- |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |
| Click or tap here to enter text. | Cost |

Provide a timeline of activity/activities.

Click or tap here to enter text.

Grantee agrees to submit a report documenting the activities undertaken and evidence of progress made in advancing the program’s assessment system forward within 90 days of the end date of the granting period. The report will be shared within the requesting department/office and the Office of Institutional Planning and Effectiveness.

Yes

No

**Signatures**

The responsible person(s) named above has sought and received approval from his/her direct supervisor (and dean if in a college) to pursue the activities described in this assessment mini-grant proposal.

Direct Supervisor: Date:

Dean (if in a college): Date:

*This section to be completed by Office of Institutional Planning and Effectiveness.*

Action by

Office of Institutional Planning and Effectiveness

Grant awarded in the amount of Click or tap here to enter amount.

Grant not awarded

Comments

Click or tap here to enter comments.

Signatures:

Assistant Vice Chancellor for Planning & Effectiveness Date

Director of Assessment Date