Advising Grant Sample

Note – this is just a sample and not an actual reflection of previous project

Proposal Name
University Wide Change of College Form

Submitting Party
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Abstract
Changing majors can often be a confusing process for students. Adding to the confusion, there is a different form for each college. This proposal would tackle taking all of those different forms and creating one form that can serve all colleges and students.

Project Proposal
Track – Process Improvement and Technology

Using the technology of Sitefinity we want to create a centralized Change of College form. This would provide an easier experience for student as they transition from one college to another by keeping all forms in one place. This will also improve advisor needs so they can easily find the necessary form to assist students.

This project will need support from many different colleges and will require coordination among all of them. We plan on starting with a meeting with a working group of all of the college processors. From there we will assess the needs of each college and find commonalities. We will then engage the Sitefinity team to help build the form. Once we have a created form we will work with students and staff to check its usability. Finally once a form is created we will create training materials and advertisements so students are aware of the form.

This project will utilize some resources are already available to us such as the Sitefinity team but we would like to request funds for training development and printing needs.

Goals
1. Develop a single form for Change of College to meet all college’s needs.
2. Train back end users to use the form to get the information they need from the form.
3. Advertise to students and colleges the new Change of College form

Assessment Plan
1. Formative assessment throughout the creation process to ensure the form is meeting the college needs.
2. Complete usage testing with targeted student and staff populations.
3. Assess Training of back end users through exit evaluation and assessment.
4. Track usage numbers to see the number of students it is impacting.

Budget
Development of training materials –
• Images - $50
• Video Development - $250
• Graphic Design needs - $100

Printing of materials for advertising - $100

Total - $500