Strategic Investment Fund Full Proposal Form

The Strategic Investment Fund (SIF) is an opportunity for members of the Faculty of Medicine (FoM) to obtain funding for projects that advance our strategic plan, *Building the Future: 2021-2026* (<https://stratplan.med.ubc.ca/>).

Please carefully review the process, submission deadlines, minimum requirements and differentiating criteria, and positions on SIF project changes described here:   
<https://stratplan.med.ubc.ca/strategy-to-action/investment-fund/>

**Please limit the total proposal length to 14 pages or fewer**, including the template titles and section descriptions. **Please also limit Section 2 to three pages or fewer**. If the total proposal length is longer than 14 pages, or if Section 2 is longer than three pages, the proposal may be disqualified at the chair’s discretion.

# Applicant Information

## Primary Applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Email address** |  |
| **Unit** |  |

## Co-applicant(s)

|  |  |
| --- | --- |
| **Name(s) & Unit(s)** | * … * … |

# High-level Proposal Summary

## Title

*Please provide a very brief title for your proposed project.*

|  |  |
| --- | --- |
| **Title** |  |

## Intended Outcome

*In one or two sentences, what outcome (value, benefits, return on investment) will this project deliver? The outcome should directly advance the FoM’s strategic plan. This does not have to be monetary, although it can be. There is room for further explanation in other sections below.*

|  |  |
| --- | --- |
| **Intended Outcome** |  |

## Amount Requested

*Please indicate the amount of funding requested from the Strategic Investment Fund. There is room for budget details and assumptions in other sections below.*

|  |  |
| --- | --- |
| **Amount** | $ |

## Primary Strategic Plan Connection

*Indicate one primary strategy on which the proposed project is focused, and explain how the proposed project will advance it. You can find more information about the strategic plan’s strategies here:* [*http://stratplan.med.ubc.ca/*](http://stratplan.med.ubc.ca/)

*Please highlight the connection to specific strategies (e.g., Education Strategy 1) rather than to broad pillars (e.g., Education Pillar). Also, please describe links to other strategic plan implementation efforts that may be relevant.*

|  |  |
| --- | --- |
| **Primary Strategic Plan Connection** |  |

## Secondary Strategic Plan Connection

*If there are secondary strategies that will be advanced by this proposed project in addition to the primary strategy, please list them here and explain the how the project will advance it/them.*

|  |  |
| --- | --- |
| **Secondary Strategic Plan Connection** |  |

# Proposal Details (3 Page Limit)

*Please limit this section to three pages or fewer (including the existing titles and section descriptions). If this section is longer than three pages, the proposal may be disqualified at the chair’s discretion.*

## Context (Opportunity/Problem)

*Describe the project context or background with emphasis on the problem or opportunity it seeks to address. Reference any relevant committee or advisory group discussions that may have prompted this proposal. In addition, please reference outcomes and lessons learned from any relevant preceding projects, and whether they were funded through SIF.*

|  |  |
| --- | --- |
| **Context** |  |

## Project Scope and Deliverables

*Describe the specific work that will be done (project scope), and the deliverables that will be produced. Explain how the work and deliverables will lead to the intended outcome described in section 1.2.*

|  |  |
| --- | --- |
| **Scope & Deliverables** |  |

## Duration

*Indicate the estimated duration of the project. Project funding decisions are typically announced 6-8 weeks after the proposal deadline.*

|  |  |
| --- | --- |
| **Estimated start date** |  |
| **Estimated completion date** |  |

## Schedule Milestones

*Identify the major milestones that you plan to meet along the way (i.e.: dates by which you expect to complete deliverables or scope elements). Embed in this milestone schedule dates you expect to report on progress and impact. Add rows to the table as needed.*

|  |  |
| --- | --- |
| **Milestone (deliverable or scope component)** | **Completion Date** |
|  |  |
|  |  |
|  |  |
|  |  |

# Resources

## Budget

*Provide a budget estimate including contingency proportional to the degree of budget uncertainty. Identify the portion of the budget for which funding is being requested. Add rows to the table as needed.*

|  |  |
| --- | --- |
| **Item** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Sub-total** |  |
| Contingency (x %) |  |
| **Total budget** |  |
| **Amount funded through other means (if any)** |  |
| **Amount requested from the Strategic Investment Fund** |  |

## Budget Assumptions

*Explain any budget assumptions.*

|  |  |
| --- | --- |
| **Budget Assumptions** | * … * … |

## Unit Responsibility and Human Resources

*Indicate which unit will be responsible for the project and any subsequent operational considerations. Indicate who will be responsible for ensuring successful delivery and contributing to the project.*

|  |  |
| --- | --- |
| **Unit Responsible** |  |
| **Project Team Resources** | * … * … |

## Space Requirements

*If the proposal involves any potential change to the way existing space is used (new people, new equipment, etc.), please consult with Michelle Neilly (*[*michelle.neilly@ubc.ca*](mailto:michelle.neilly@ubc.ca)*), Director, Space Planning & Facilities Management to complete the following space plan.*

### Description of Need

|  |  |
| --- | --- |
| **Description of Space Need and Associated Change to Use of Space** |  |

### Proposed Space

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site** | **Building** | **Room Number** | **Room Type** | **Square Footage** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Plan Details

|  |  |
| --- | --- |
| Is the proposed space within the current Academic Space Footprint at a university or clinical campus? |  |
| If not, how was access to or use of the space secured? |  |
| Has confirmation from the relevant distributed site or centre been obtained? |  |
| Describe any required renovations, including cost estimates (should be included in the budget). |  |
| Please provide any other relevant details. |  |

## Digital Technology Requirements

*If the proposal involves* ***any*** *Digital Technology (including, but not limited to, Educational Technology, Research Data Collection, Data and Analytics, Cloud Computing, Websites/Web Apps, or End-User Collaboration Technology), whether provisioned by local teams or FoM Digital Solutions, please consult with the Office of the Deputy CIO Medicine (DCIOM) (*[*dcio.medicine@ubc.ca*](mailto:dcio.medicine@ubc.ca)*) to complete the following sections.*

### Description of Need

|  |  |
| --- | --- |
| **Description of Potential Digital Technology Use** |  |

### Proposed Solution

|  |  |
| --- | --- |
| Can the need be met by leveraging existing solutions and/or services? |  |
| If so, describe the existing solution or service confirmed by DCIOM. If not, describe the process you would follow to work to identify and implement a new solution (include costs in budget). |  |

Note: All Digital Solutions are subject to Institutional Governance for Privacy, Cybersecurity, and Financial Investments (FM2- Purchasing and FM11- Capital Investments).

## Communications Requirements

*If the proposal involves any potential communications implications (e.g., website, social media, media relations, etc.), please consult with Alison Liversage (*[*alison.liversage@ubc.ca*](mailto:alison.liversage@ubc.ca)*), Director, Communications, Faculty of Medicine to complete the following sections.*

### Description of Need

|  |  |
| --- | --- |
| **Description of Potential Communications Need** |  |

### Proposed Solution

|  |  |
| --- | --- |
| Can the need be met with existing resources/tools? |  |
| If so, describe the approach confirmed by FoM Communications. If not, describe the process you would follow to work with FoM Communications to meet the need (include costs in budget). |  |

# Other Considerations

## Planned Governance and/or Engagement Activities (if applicable)

*Describe any planned governance and/or engagement activities, when they are expected to occur, and the purpose of each. If you need support in identifying required governance approvals, please review the* [*FoM governance structure*](https://mednet.med.ubc.ca/AboutUs/AdminAndGoverningBodies/Committees/Pages/default.aspx)*, discuss with the relevant pillar lead, or email* [*fom.strategicplan@ubc.ca*](mailto:fom.strategicplan@ubc.ca)*.*

|  |  |
| --- | --- |
| **Governance / Engagement** |  |

## Risks

*Describe any major risks associated with this project. Include consideration of impact on people of the organization.*

|  |  |
| --- | --- |
| **Risks** | * … * … |

## Key Success Factors

*Identify factors that you expect to be vital to making this project successful.*

|  |  |
| --- | --- |
| **Key Success Factors** | * … * … |

## Evaluation, Lessons Learned, and Knowledge Translation

*Describe how you will evaluate the project to determine whether the intended outcome was achieved, and how you will share what you have learned with the broader Faculty of Medicine community.*

|  |  |
| --- | --- |
| **Evaluation, Lessons Learned, and Knowledge Translation** | * … * … |

## Sustainability Plan

*Describe ongoing operational requirements that will exist once the project is complete, with a high-level plan to fulfil them. Please note, these cannot be funded through the Strategic Investment Fund.*

|  |  |
| --- | --- |
| **Sustainability Plan** | * … * … |