



## ***PROGRAM DEVELOPMENT FUND FOR OUTREACH***

The Program Development Fund for Outreach is intended to provide seed money and support to a variety of credit and non-credit outreach activities. Awards will be made to faculty and programs that meet the criteria identified below. Funds are limited. Proposals range from \$500 to \$4000. To allow for maximum distribution of funds for meritorious proposals, some proposals may only receive partial funding.

**DEADLINE:** Fall proposals are due October 15<sup>th</sup> and Spring proposals are due February 15<sup>th</sup>.

### **PURPOSE OF THE FUND**

The Program Development Fund for Outreach serves as a catalyst to strengthen and expand the College of Education's outreach activity. The specific purpose of the fund is to enhance the quality or delivery of outreach programs, support the development of new and innovative programs, and address educational needs strategic to the goals of the college and academic departments.

### **CRITERIA FOR PROPOSALS**

Proposals submitted to the Program Development Fund for Outreach must be designed to meet one or more of the following criteria:

- deliver the project/program through Outreach and Cooperative Extension delivery units (Conferences & Institutes, State College Continuing Education Office, Statewide Programs, Shaver's Creek Environmental Center, Cooperative Extension, Management Development, World Campus, Penn State Public Broadcasting)
- provide high visibility or benefit for the College of Education
- address department priorities or be consistent with department goals
- provide for program or project ventures that generate sufficient revenue to recover costs.

### **PROPOSAL SUBMISSION GUIDELINES**

All submitted proposals should include the following sections:

1. **Cover Sheet.** A cover sheet should be completed and submitted with the proposal. It is important that you obtain the signature of your Department Head prior to submission of your proposal.
2. **Narrative Description.** This section should provide a brief description of your proposed project or program, including the purpose of the program, mode of delivery, type of format, and any other elements necessary to an understanding of your request.
3. **Significance of the Proposed Program/Project.** This section should include, but is not limited to, a brief description of the project's relationship to the strategic goals of the department or college; its ability to enhance the university outreach culture; or its contribution to the field of research.

- 4. Itemized Budget Request.** This section should identify all expenses associated with the proposed program for which you are requesting support. It should essentially provide details of the budget summary provided on the cover sheet.
- 5. Project Timeline.** This section should identify the projected timeframe for the expenditure of funds.

## **REVIEW PROCESS**

Proposals must be submitted to the office of the Associate Dean for Outreach, Cooperative Extension, Technology and International Programs. Please address any questions to Patricia A. Nelson at 865-2525 or [pnelson@psu.edu](mailto:pnelson@psu.edu).

## **PROPOSAL SUBMISSION FORM**

The proposal can be found on the next page. Please complete it and return it to 277 Chambers Building. All applicants will be notified of the decision of the selection committee.



**PROGRAM DEVELOPMENT FUND FOR OUTREACH  
COVER SHEET  
FOR REQUESTING PROGRAM DEVELOPMENT FUNDS**

1. Name \_\_\_\_\_

2. Academic Department \_\_\_\_\_

3. Project Title \_\_\_\_\_

4. Budget Request (specify amount) \_\_\_\_\_

5. Project Summary (Please provide a brief summary, in no more than 50 words, of the project or request)

6. Project starting and ending dates: \_\_\_\_\_ to \_\_\_\_\_

7. Signatures:

\_\_\_\_\_  
Academic Department Head Date

\_\_\_\_\_  
Associate Dean for Outreach Date