2023-2024

Please complete this form and return it along with the letter(s) of endorsement and a budget to ORSP@JU.EDU no later than May 3 to ensure your project is considered for possible inclusion in the 2023-2024 EPIC budget.

Application for EPIC Investment Projects

Due May 3, 2023

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Project period for all EPIC Investment projects is July 1, 2023, through June 30, 2024. \*\*Awarded funds will be available as of July 1, 2023.

\*\*\*All awarded funds must be spent no later than May 1, 2024.

1. **Project Title:** Click or tap here to enter text.
2. **Total Project Costs:**
3. **EPIC Funding Requested:**
4. **List all Project Personnel**:
5. **With which EPIC Goal does your project most closely align?** (Choose only one, please).

[ ]  **Goal 1**: Enhance JU’s **academic programming** to align with the skills and competencies needed by Florida’s future workforce.

[ ]  **Goal 2:** Strengthen existing and develop new **academic support systems and resources** that will enhance both teaching and learning at JU.

1. **Project Description:** (*what will you use the allocated funding for? Be specific*)
2. **Describe how you will ensure this project aligns with the State’s goal to prepare students for successful entry into the Florida workforce and/or pursue additional education beyond their JU degree.**

Click or tap here to enter text.

1. Each awardee must commit to preparing four quarterly reports that will be submitted to the State as evidence of progress. Reports detail project activities for that quarter and must include tangible deliverables (see # 9 below).

Due dates for the reports are as follows:

Quarter 1 (July 1, 2023 – September 30, 2023) Report due to ORSP by October 15, 2023

Quarter 2 (October 1, 2023 – December 31, 2023) Report due to ORSP by January 15, 2024

Quarter 3 (January 1, 2024 – March 31, 2024) Report due to ORSP by April 15, 2024

Quarter 4 (April 1, 2024 – June 30, 2024) Report due to ORSP by July 15, 2024

**Please identify one person from your team who will be responsible for preparing and submitting the reports for the Project Periods.** Failure to submit reports and reasonably meet listed objectives will result in a suspension of funds and will impact eligibility for future internal grant funding.

**Reports will be submitted to ORSP by: (Name of person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Objectives, Activities, and Deliverables Chart:**

**Directions*:* Enter an objective and corresponding activities and deliverables. Please be sure your objectives and activities are substantive, so you have something to report on for each of the required reports.**

***Objectives*** *are measurable and are what you hope to achieve to accomplish the EPIC goal you chose above in Question 5.*

***Activities*** *are what you will do to achieve your objectives****.***

***Deliverables*** *are tangible items you will submit with your four quarterly reports as evidence each activity occurred during that specific reporting period.* ***Examples of Deliverables****: websites/links to completed projects or presentations; draft or final publications, dashboard reports, new curricula approved by the faculty curriculum committee, photographs, social media posts promoting the project/program, grant applications, meeting/training agendas, links to videos or apps, positive enrollment numbers on a spreadsheet, summary of survey results, student papers/projects, etc.*

|  |  |  |
| --- | --- | --- |
| **Objective** | **Activity** | **Tangible Deliverable** |
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2023-2024 EPIC Investment Projects - Budget template

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Item(s)** | **Cost & Justification** | **Amount** |
| **Equipment** |  |  |  |
| **Software** |  |  |  |
| **Supplies or Consumables** |  |  |  |
| **Faculty Stipend** |  |  |  |
| **Other** |  |  |  |
| **Total Request** |  |  |  |

EPIC is funded by the State Department of Education

Ineligible budget items include:

Capital improvements/renovations to space

Classroom/Office furniture

Gifts, gift cards, prizes, giveaways, swag

Food, beverages, snacks

Travel outside of Florida

Student wages