**Retention Grants**

Call for Proposals to Members of the Brock University Community

*Background*

Brock University is dedicated to supporting accessibility, mobility, and student-centred learning and pedagogy. Together as a united Brock Community, we are committed to helping to ensure that our students have the best possible educational and learning experience at any post-secondary institution in Canada.

Brock’s undergraduate student retention rates from first to second year and from second to third year are below the Provincial average. At 68%, our graduation rates are also below the Provincial average. The University’s goal over the next three years is to meet or exceed the Provincial retention and graduation rates. Supporting student success and retention will take a concerted effort from the entire Brock Community.

The Office of the Provost and Vice-President Academic is encouraging members from across the Brock Community to respond to a Call for Proposals to support ideas and initiatives to increase student retention and graduation rates. The total amount of funds available for this initiative is $100,000.

*Eligibility*

* Any faculty or staff member of the University. Groups of faculty and/or staff members are encouraged to apply (e.g., Departments, Administrative/Academic Units, Centres, Faculties, Employee Unions)
* Any student organization that has official status with the University (e.g., student union groups, student clubs).
* Applicants are encouraged to submit proposals for small and large scale budget projects. Proposals can include small-scale budget requests that could range in the hundreds of dollars (e.g., webinars, specialized training, targeted awareness campaigns) to large-scale budget requests that may range in the thousands of dollars (e.g., campus wide events, additional support resources and activities). Please note that funds for teaching release and/or overtime stipends/ costs are considered ineligible.

*Process*

* Applications are due by June 30th, 2017
* Completed applications must be submitted to the Vice-Provost Enrolment Management & International by email at: vpemi@brocku.ca. Applications will be reviewed by the Enrolment Management Committee which is Chaired by the Vice-Provost Enrolment Management and International
* Applicants will be notified by August 1, 2017 regarding the committee’s decision.
* All successful recipients will be expected to submit a brief summary of their project and it’s impact by June 30th, 2018.

**Retention Grant Application**

Please complete all of the Grey Shaded Areas below

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| Primary Contact Information * Each application must identify one individual as the Primary Contact,
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| Name of Primary Contact |  |
| Title or Role at University  |  |
| Department |  |
| Campus Mail Address |  |
| Email  |  |
| Phone/ extension  |  |
| Project Title |  |
| Project Status |[ ]  This is a new project |
|  |[ ]  This is an enhancement to an existing project |
| Project Target (check all that apply) |[ ]  Increase Year 1 to 2 Retention Rate |
|  |[ ]  Increase Year 2 to 3 Retention Rate |
|  |[ ]  Increase Graduation Rate |
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| Other Project Team Members* Please identify all other individuals who will be involved in the proposed project.
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| Name | Email | Title/ Role at University | Department |
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| Project Information * Provide a detailed description of the project to improve retention and/or graduation rates (point form is fine).
* When describing the project, please provide a strong rationale and evidence where available for why such a project will have a positive impact upon retention and/or graduation rates.
* The project should directly impact students and address one or more of the following:
1. Retention rates from Year 1 to Year 2
2. Retention rates from Year 2 to Year 3
3. Graduation Rates
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| Proposed Timelines* Provide the timelines and benchmarks for the project
* Please note that a final report must be submitted by June 30th, 2018
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| Project Impact* How will impact of the project be measured? In other words, how will it be determined whether or not the project has had a positive impact on retention and/or graduation rates?
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| Project Sustainability* If successful, outline how the project could be sustained and, if appropriate, integrated throughout the University beyond the timelines provided
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| Budget * Using the table below, provide a detailed budget including description of each item.
* Additional rows can be added if necessary
* Please also identify any other existing funds (excluding permanent staffing costs) that will support this project.
* NOTE: Release time or overload/ overtime stipends are not eligible for funding.
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| Expense Description | Amount |
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| *Sub Total* |  |
| Less Existing Funding to Support the Project |  |
| **Total Amount Requested** |  |

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| Other Information* Please provide any additional information that would assist the committee making an informed decision regarding the proposal.
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| Signatures |
|  |  |  |  |  |
| Name of Primary Contact |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Sr. Administrator Council Responsible for Department/ Unit |  | SAC Member Signature |  | Date |