Ciocca Center for Innovation and Entrepreneurship

Faculty/Staff Development in Innovation and Entrepreneurial Thinking

Call for Proposals

REV: April 21, 2020

Ciocca Center for Innovation and Entrepreneurship is an interdisciplinary university hub with a mission to enhance opportunities to experience, research and advance innovation and entrepreneurship. As part of its mission, Ciocca Center supports a variety of faculty and staff development activities to support the professional development of University faculty and staff in the areas of innovation and entrepreneurship. Such professional development may include enhancing faculty and staff knowledge of elements of the entrepreneurial mindset, providing knowledge and skills to help them incorporate such themes into their educational and research activities, and contributing to their ability to be innovative and entrepreneurial in their professional lives.

Faculty and staff are invited to submit proposals for professional development activities, events, and/or programs at any time for consideration. To be guaranteed review during any academic year quarter, proposals should be submitted by the first day of that quarter. Although proposals will not typically be reviewed during the summer, proposals may address activities, events, and programs that may be conducted during the summer. Proposals may support programs that are aligned with ongoing Provost Office activities, such as supporting the activities of a faculty learning community or a Faculty Collaborative for Teaching Innovation (CAFÉ) series. Ciocca Center is also interested in activities such as:

● Custom workshops/meetings, developed and led by SCU faculty and staff;
● Externally organized workshops and/or online courses;
● Seminar series on specific themes;
● Visits from experts to meet with faculty, give a seminar, etc.

The Center is particularly interested in activities and programs that engage faculty and staff across the university, that can lead to impact across the Santa Clara community, and that combine innovation, entrepreneurship, and entrepreneurial mindset concepts with Jesuit principles and themes relating to the University's mission. Also of interest are interdisciplinary cohort-based experiences, activities that lead to assessable work products applicable to the teaching/scholarship/service activities of participants, programs that include follow-up mentoring/coaching and assessment, and cost-effective implementations such that limited funds can benefit a broad audience. Proposers are welcome to discuss ideas with Ciocca Center

personnel prior to submission of a proposal in order to better understand the applicability of their ideas, typical budget expectations, etc.

Proposals may request financial support for the development and/or execution of the proposed activity/program. Funds may be used for faculty/staff time spent on developing the program (appropriate for activities such as creating new content for a faculty workshop), supplemental stipends for faculty/staff participating in these activities (appropriate for multi-day engagements with expectations of performance other than attendance), honoraria for external speakers, tuition/fees for online courses or an externally provided workshop, event/activity costs (supplies, refreshments, etc.) etc. Funds are not generally expected to be used for standard conference travel. Although budgets will be evaluated based on the nature of each proposal, rough examples of anticipated program costs include the following: ~$250-$500 (to supplement a Faculty Learning Community program or CAFÉ series), ~$1,000-$2,000 for a cohort of 4-10 faculty/staff to complete an online training program, ~$2,500 - $5,000 to conduct a 1-2 day on-campus training program for 20-30 faculty/staff by an external enterprise, $2,500 - $7,500 to conduct a multi-day workshop developed by SCU faculty for a cohort of 5-10 faculty/staff with an expectation of significant work product by participants.

Proposals should be submitted as a single .pdf file via email to CioccaCenter@scu.edu, Attention: Staff/Faculty Development; questions regarding the program may be submitted to the same email address. Proposals should be limited to 5 pages and are expected to include sections that motivate the need for the activity, present a plan for execution, describe expected outputs/results/assessments relevant to the impact of the program, and state the qualifications of the proposing team relevant to their ability to conduct a quality program. A budget should be provided, itemizing wages and benefits, travel costs, funds for supplies, participant costs, etc. Proposed programs should be completed.

Proposals will be accepted at any time and evaluated on a quarterly basis. Proposals will be evaluated by a broad faculty/staff committee, with committee recommendations reviewed by the Ciocca Center faculty advisory board; final funding decisions will be approved by the Provost. Proposals will be evaluated on the following criteria:

● Appropriateness of the proposed activity given Ciocca Center objectives;

● Anticipated impact of the program, such as the number of faculty/staff served, the degree of contribution to professional development, impact on the broader Santa Clara community through the enhanced teaching/scholarship/service of participants, etc.

● Quality of the action plan, such as completeness of the task plan, timeline, budget, a description of how participants will be recruited, the evaluation/assessment plan, etc.

● Assessment of the proposing team's ability to conduct a successful program.

Proposers will provide routine written updates on progress, provide a program abstract and final report (with assessment information) to be posted on the Ciocca Center website, and provide brief verbal reports to Ciocca Center boards upon request. Funded proposals will be available for inspection by other faculty upon request.