*Use this application form for projects that impact program-level change initiatives such as program reviews, program revisions, new program development (included are degrees, certificates, majors, minors, streams of study, and initiatives that reach across programs in an innovative and collaborative manner)*

**Project Purpose**

1. Project working title - *less than 10 words:*
2. Intended project outcomes - *point form*:

**Project contacts**

1. Lead contact:
2. Team members:
3. Department or college-level approval or endorsement for this project (name):

**Brief Project Information**

1. What needs are driving this project?

*Include internal and external drivers. Include comment on alignment to departmental, college, university teaching and learning goals or priorities.* (150-250 words)

1. What is the project plan?

*Include appropriate administrative, consultative, collaborative key steps, timelines, milestones in the project. These may be weekly or monthly or by term, depending on the project.* (point form)

1. What assistance is needed from the GMCTL with respect to this project? *Include any consultations or collaborations to date.*
2. How will this project outcomes (see number 2) be assessed?
*Include how outcomes will be used to inform next steps or next initiatives.* (point form)

**Budget information**

1. What are the financial needs of this project?
*Include how these needs will be met by the unit and how the requested funds are to be used. If funds are to be used for course release for a faculty member, or to hire a student assistant or a staff member or contract specialist, please include key accountabilities and/or deliverables as an attachment—this may be in the form of a job description, if appropriate.* *Please explicitly identify in kind support from the college or school* (various pay rates can be found [here](https://working.usask.ca/agreements/compensation/salary-ranges.php))

|  |  |  |
| --- | --- | --- |
| **Purpose of Funds** | **($) Amount Requested** | **Dept/College Commitment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *(A full budget can be attached if preferred)* **TOTAL:** |  |  |

Please, send completed forms to curriculum\_fund@usask.ca. Please attach message of support from your college or department level leader (letter or email).