

## **Provost Investment Sponsorship Guidelines**

Schools and administrative units on the KU Lawrence and KU Edwards campuses often have one-time funding needs beyond their budgetary means. In most cases, units have reserve funds available to meet their needs. Allocated funds, KU Endowment and F&A funds can be used in the school or administrative unit, if available. If a unit's reserve funding does not meet the one-time needs of the unit, the unit may submit a provost sponsorship request form for one-time or recurring funding.

### **Provost Sponsorship Request Procedure:**

#### **Request Submission:**

1. The provost's office will annually set aside funds made available through tuition growth.
2. Applicants must be a university entity.
3. Requests for funds should be submitted in the following order: (1) chair or director of the unit, if applicable; (2) dean of the school; and (3) provost.
4. Sponsorship requests will be collected and reviewed monthly. Requests may be submitted at any time and will be reviewed on the 20<sup>th</sup> day of each month or the first business day thereafter. Funding request decisions will be communicated via email by the 25<sup>th</sup> of each month.
5. Units must complete the standard sponsorship request form (beginning on page 3 of this document) for the request to be considered.
6. The Provost Sponsorship Request Application will include the following information:
  - a. total budget breakdown, including other funding commitments
  - b. Intended learning outcomes of the project/event/initiative
  - c. beneficiaries of funding request
  - d. estimated attendance
  - e. Date by which funding is needed
  - f. Description of pending funding requests or asks from outside sources, or internal KU units

#### **Decision Rubric:**

Consideration of each request will be based on the following:

1. Does the request tie directly to the [Jayhawks Rising](#) strategic initiatives?
2. Does the unit have access to other funds such as KUEA, F&A, carryforward funds?
3. What is the initiative's estimated Return on Investment?
4. If a request is made by the department, does the Dean/VP office have funding available to support the request or a portion of the request?

#### **Sponsorship Review Committee:**

1. Sponsorship requests will be reviewed in a holistic manner to ensure the Provost Sponsorship funding is distributed in alignment with [institutional learning goals](#) and will have a meaningful impact for students, faculty, and staff.
2. Sponsorship funding decisions will be made by the Provost Sponsorship Committee which consists of the Provost and Executive Vice Chancellor or designated proxy, Vice Provost for Finance, Vice Provost for Student Affairs, and the Vice Provost for Academic Success.
3. The Vice Provost for Finance designee is responsible for convening the committee, documenting the proceedings of committee meetings, including final decisions on the application, including any parameters of funding granted.

**Special Funding Request Form**  
**Once complete, download this form and submit to**  
[provostinvestmentrequests@ku.edu](mailto:provostinvestmentrequests@ku.edu)

Date Funding Needed By: \_\_\_\_\_

Purpose: \_\_\_\_\_

Group Requesting Funds: \_\_\_\_\_

Total Budget: \_\_\_\_\_ Amount Requested of Provost: \_\_\_\_\_

Amount Provided by Other Entities:

Source: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Amount Granted \_\_\_\_\_

Source: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Amount Granted \_\_\_\_\_

Source: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Amount Granted \_\_\_\_\_

Source: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Amount Granted \_\_\_\_\_

Point of Contact for Request:

Event Description (who, what, when, where, etc.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

	Yes/No
Are most attendees/beneficiaries KU students?	
Does this activity/event/project for which funds are requested have a campus-wide relevance and appeal?	
Does this project/activity fulfill one or more of the three strategic initiatives of Jayhawks Rising? If so, please note below.	
Has the requesting unit/group demonstrated its own financial commitment to the request?	
Does this project involve collaboration between organizations or units? If so, please list the partners below.	
Does this project/event on-campus presence? If not, list the location below.	
If food is being provided, is it being procured through KU Dining? If not, list the provider below.	
If this request supports an event, is it open to all KU students?	

Which Jayhawks Rising strategic initiatives are fulfilled by this project/activity?

Please list collaborating organizations or units.

If this project/event is not on campus, please list the location.

If KU Dining is not the food provider, please provide the name of the outside food provider.