**2022 Madison Trust Proposal Outline**

***Section 1: Project Overview***

INNOVATION PROPOSAL TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Owner Information**

If your team has multiple parties, please select one person to serve as Project Owner.
This individual will serve as the main point of contact for any communication and program updates.

FIRST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approving Dean/Assistant/Assistant Vice President Information**

* *Please ensure that your approval chain is aware of your idea prior to submission; it doesn't need to be "approved" but it's helpful that they are aware of your submission prior to receiving the approval email.*
* *Completed submissions will be sent for final approval to your respective Dean/Assistant Vice President as listed in your proposal.*
* *If approved, your proposal will automatically move on to be reviewed by investor-judges and JMU Senior Leadership.*

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approving Vice President**

Please provide the name and email address of the Vice President for your division.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Team**
Provide information for any faculty, staff or students who will participate directly in your project idea.

PLEASE PROVIDE NAME, EMAIL, AND COLLEGE FOR EACH TEAM MEMBER.

**Proposal Overview**

* Please describe your innovation or project idea in 2-5 sentences.
* Be succinct, clear and creative; your summary should speak to a non-technical audience. We will use this summary for marketing purposes.

***Section 2: Project Details***

Provide a response to the following questions.

* Please tailor your response to a non-technical audience.
* Reviewers will include JMU administration and Madison Trust investor-judges who that have varied backgrounds and interests.
* Responses should be brief but create excitement and interest for your idea.

1. Describe your project idea for a general audience placing emphasis on innovation and creativity.
*Please keep your response between 500-750 words.*

2. Describe how your idea incorporates or supports the university vision and/or core value(s).

* Academic Quality
* Community
* Diversity
* Excellence
* Integrity
* Student Focus
* Engagement

*Please keep your response to 250 words or less.*

***Section 3: Project Budget***

PROJECT BUDGET AMOUNT: (PLEASE USE NUMBERS ONLY, NO SYMBOLS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departmental Budget Administrator Information**

Please provide the contact information for the individual who will be managing/assisting with your project's budget.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use this section to outline what you could do with your project if only partially funded.

*2000 characters left*

Anticipated Expenses

* Provide a breakdown of anticipated costs using the fields below. Use the "other" field for any additional anticipated expenses.
* Projects selected to present in March will have the opportunity to resubmit revised budgets closer to event day, if needed.
* Budgets should aim to stay within the range of $2,500 to $25,000.
* When filling out the budget fields below, please use numbers only (*no symbols/dollar signs ($)*)

PERSONNEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAVEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EQUIPMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPPLIES/MATERIALS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSTAGE/PRINTING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPEAKERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOU CAN USE THIS FIELD TO PROVIDE ADDITIONAL INFORMATION TO EXPLAIN OR EXPAND ON YOUR BUDGETARY NEEDS.