

The CELT Innovation Competition (Celt'IC) invites UST faculty and staff to apply for seed money for innovative program/project start-ups or development that open and expand opportunities for the University to serve students/learners in and beyond the Greater Houston Metro Area.

I. Application Sections

A. Abstract – 1 page description of the project

B. Project Narrative – 5-7 page narrative that addresses: 1) project description (mission, goals, organization); 2) mission fit to UST and the Call Toward Tomorrow; 3) current and future need for project and ideal student constituencies; 4) growth potential estimate and rationale; 5) interdisciplinary elements of project are encouraged; and 6) summary statement of financial need for project start-up or development.

C. 3-year Budget and Description – Provide a three-year budget (cost and revenue) with line item explanations/justifications. Include auxiliary revenues where appropriate. All proposals should demonstrate financial self-sustainability by end of the first year (revenue is greater than expenditure) and net revenue generation by end of third year that exceeds \$100,000

D. Program Outcome Assessment – Please provide at least 3 learning goals with accompanying student learning outcomes and measures.

II. Supplemental Documents

A. Relevant Chair or Supervisor Approval(s) – via email to the relevant Dean or Vice President.

B. Letter(s) of Support from Community (Letter of support from a business, NGO, non-profit, etc. expressing support for the project, demand for project, partnership resources, etc.)

III. Basic Project Requirements

A. Project is aligned with the UST mission statement and the Call Toward Tomorrow.

B. Demonstrated potential for new student/learner enrollment and growth over time.

C. Financial sustainability and growth.

IV. Timeline

Date and location of brainstorm/information sessions in September TBD

November 1, 2018 – Proposals due to dean or vice president. Only complete applications considered.

November 7-9, 2018 – Presentation of project proposals to the CELT Innovation Committee

November 15, 2018 – Announcement of winning proposals

January 1, 2019 – Deadline for submitting substantive change documentation to SACSCOC, if applicable.