

PSU Integrated Cluster (IC) Project Funding Process & Proposal Form

Project Proposal Submittal Process: All IC projects requesting funding will require the completion and submittal of three (3) forms:

- Project Proposal Form – project scope & outcomes** (*included in this document*)
- Project Guidelines Form – reflective document outlining desirable IC project attributes**
- Project Budget Form – Excel spreadsheet to facilitate budget planning**

Instructions for Submitting Project Proposals:

- ✓ Download the 3 forms to your computer
- ✓ Complete the forms and save them; including the title of your project in the file name
- ✓ Forward the 3 files via email to the IC Project Manager, Ross Humer
rhumer@plymouth.edu
- ✓ Project Proposal will be logged & forwarded to the appropriate IC Guide Team

If not reviewed in advance of the submission, it is important to discuss the Project with the IC Guides to review, refine, and rework (if necessary) to obtain funding approval.

Project Funding Review Process: All proposed projects will be reviewed by the Cluster Guide team. Depending on the level of funding amounts being requested, the proposal request will follow the process outlined as follows:

- **Level 1:** Any project with a proposed budget of less than or equal to \$1,000 can be approved by the Cluster without additional review
- **Level 2:** Any project with a proposed budget of \$1,000 but less than \$5,000 can be approved by the IC Project Review Team, which is made up of representatives from each of the 7 Clusters (*see release time exception directly below*)
- **Level 3:** Any project with a proposed budget of \$5,000 or greater **or** requires faculty release time, must be first endorsed by the IC Project Review Team and submitted to the Academic Deans for review and approval

The project funding approvals are limited to one academic year; projects which require additional funding in subsequent years will need to be resubmitted annually for review and approval.

Deliverables: At the conclusion of the academic year, a deliverable to the Integrated Cluster Proposal Review Team and Academic Deans is required in order for the project director/coordinator, artist, or author and collaborator(s) to be eligible for future funding. This reporting requirement may be met by numerous means which will be identified as this process matures. It is anticipated that awardees will present their works before a wide public gathering to be scheduled during the upcoming Academic Year.

Instructions for the PSU Integrated Cluster Project Proposal Form: Please complete all of the elements of the following form in the spaces provided before saving and then submitting the document.

PSU Integrated Cluster Project Proposal Form

Title: PSU Summit Day: On the Move and Striving for the Summit

Project Leadership: (Identify Project Director/Manager or Co-Manager/s
Denise Normandin, Project Director and Christian Bisson, Outdoor Center Director

Project Description: The pilot project engages participants in group physical activity, hiking outdoors with a purposeful intention. This plan provides an opportunity for individuals to strive towards the summit of any given mountain while experiencing physical activity in the natural environment. This plan will introduce the participants to trail hiking techniques, safety and equipment needs, physical activity assessments, questionnaires, focus groups, journal reflection, purposeful thought and an on-line website interaction that will prepare them for a one-day hike in a group setting. The participants will be observed directly in both indoors and outdoors environments. Additionally the participants may be video recorded and/or photographed throughout the training and hike.

Project Goals and Outcomes:

Project Goals – Briefly identify and describe the objectives of this project

1. To educate participants on hiking skills/safety and equipment needs.
2. To provide the participants with a physical activity opportunity for personal growth in the natural environment.
3. To inspire the participants in a purposeful experience

Student Learning Outcomes – Outline the expected student learning outcomes

1. Participants are able to plan, prepare and execute a day hike safely.
2. Participants are able to connect outdoor physical activity with personal growth.
3. Participants are able to set an intention to participating in a hike that centers on a purpose that is personally meaningful.

Rationale and Impact:

Considering the questions below, please write your project rationale and impact statement.

Include how this project will further the Mission and Vision of PSU with respect to 1) fostering collaboration across disciplines; 2) addressing a relevant societal issue, and 3) establishing

relationships with community partners, external institutions, companies, non-profits, schools, government agencies, etc. and 4). Making an impact

How does this proposed project advance the Integrated Cluster mission and vision? How does this project facilitate high impact teaching and learning, cross disciplinary collaboration, student engagement and partnership involvement, and real world problem exploration? What are the anticipated impacts of this project?

Is this project an extension of work already in progress, or an entirely new endeavor? Does it integrate with areas that team leaders are already teaching or is it an opportunity to delve into unfamiliar content or a bit of both?

Project Rationale and Impact Statement:

The proposed pilot project is multi-disciplinary and will connect faculty, staff, students, alumni and external partnerships in a collaborative way by promoting healthy living in the outdoor environment with a purposeful experience in nature. The idea is entrepreneurial, innovative, incorporates experiential learning and leadership that aligns with the vision of PSU. The project intends to enrich the well-being of the leaders and participants while building knowledge and experiences to enhance future programs and/or university engagements. This pilot project may inspire a new opportunity and experience for our entire campus community to participate in a new fall tradition "PSU Summit Day" starting in 2017.

Project Team

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Denise Normandin	Program Manager/PSU Graduate Student	Program Development, Implementation & Evaluation	Organizational Health/Personal Well-being	dlnormandin@plymouth.edu
Christian Bisson	HHP Faculty & Students /Co-Director Outdoor Center	Day Hike Leader/Training	Adventure Education	Cbisson1@plymouth.edu
Julie Bisson	Adjunct Faculty	Day Hike Leader	HHP	jgbisson@plymouth.edu

Non-PSU Project Participants (Stakeholders; partners; academic institution; etc.)

Name	Organization	Project Role	Discipline/ Specialty	Email
Sean Foy	Personal Wellness Corporation (PWC)	Observer for potential On the Move best practice model	President & Founder of PWC, Exercise Physiologist, Health/Fitness Expert	sean@personallyfit.com

Student Participant Profile (Identify the student population/s to be engaged in the project. Identify if this has been or is planned to be incorporated into curricula)

Class/ Student Organization/ Individuals	Role in Project	Academic Level (Undergraduate or Graduate)	Academic Discipline	Total Student Population

HHP Students	Co-leaders in training/hiking	Undergraduate	Adventure Education	6
HHP Students	1-mile walk test	Undergraduate	Health Education/Promotion	20
MAPS Org.	Marketing	Undergraduate	COBA	1-4

IRB (Institutional Review Board) Compliance

IRB Compliance: <http://www.plymouth.edu/office/institutional-review-board/>

- This project DOES NOT require IRB compliance
 This project DOES require IRB compliance (*complete below*)

IRB Approval Status: Not Yet Applied

IRB Approval Date:

Any funding approvals of IRB-required projects are contingent on obtaining IRB approval.

Project Management: Timeline and Milestones

Identify the timeline for the project including start, completion, and major project milestones. A closing report will be required as a part of the project funding process.

Project Start Date: 9/4/2016

Project Complete Date: 12/20/2016

Project Milestone	Milestone Description	Target Completion Date
Sept. 4, 2016	Participants recruited and complete participation forms/requirements	9/14/2016
Sept. 8, 2016	Pre-hike 1-mile walk assessment	9/14/2016
Sept. 14, 2016	Outdoor Center Skills Session I: Equipment/Gear Check &	9/14/2016

	requirements/Waiver forms submitted & Q&A	
Sept. 21, 2016	Outdoor Center Skills Session II: On-trail techniques in Langdon Woods	9/21/2016
Sept. 28, 2016	Outdoor Center Skills Session III: 10 Essentials, including nutrition, hydration, safety	9/28/2016
Oct. 14, 2016	Participant Meeting: Final Gear Check/Nutrition	10/14/2016
Oct. 15, 2016	Successfully complete group day-hike summiting local mountain	10/16/2016
Oct. 17, 2016	Purpose Presentation	10/17/2016
Oct. 20, 2016	Post-hike 1-mile walk assessment	10/20/2016
Oct-Nov 2016	Summit Focus Group Discussion	11/20/2016
Nov-Dec 2016	PSU Summit Day Evaluation/Reporting	12/20/2016

Please identify any pre-project education or training for students, faculty, and staff that would be helpful for your project team to have in advance to begin work on a strong footing (e.g., skill training, concepts), and identify any training and education that you are willing to help provide during the preparatory period for the project team before team work formally begins.

Student Education/ Training Requirements: This is embedded in the courses content in Adventure Education and Health Education that the upper-level students have or will receive this semester.