

DivCHED Strategic Projects Funding Policy

Eligibility and Responsibility

Members of the Division of Chemical Education (DivCHED), including Boards, Committees and Strategic Plan Lead and Co-Champions and Strategy Team members, may request financial support for special projects or initiatives that advance the Strategic Plan and that fall outside of the scope of the annual budgetary process from the Strategic Projects Fund.

Requests must be addressed to the Chair of DivCHED in writing. Verbal requests will not be considered. The request must include:

- The name and contact information of the individual who will be serving as the Coordinator and contact person for the project.
- A budget that clearly indicates how requested funds will be used.
- A description of the project or initiative, including a proposed timeline and articulated goals or outcomes.
- An articulation of how the proposed activity or initiative will advance the DivCHED Strategic Plan, including an indication of the Goal(s) and Strategy(ies) that will be advanced.

Requests for special projects will be accepted and evaluated on a quarterly basis:

- January 1 - March 31
- April 1 - June 30
- July 1 - September 30
- October 1 – December 31

Decisions on requests submitted within any of these periods will be communicated to the project Coordinator no later than 10 business days after the quarterly window closes.

Typically, funding requests will have a maximum budget of \$25,000. Requesters are encouraged to discuss the proposal with a member of the Strategic Plan Oversight Committee prior to submission; this discussion is essential if the request will exceed the typical maximum budget. The financial policies and guidelines of DivCHED apply to these requests. Typically, expenses are paid directly by DivCHED or are reimbursed after an event occurs. The Coordinator is responsible for discussing with the DivCHED Treasurer the arrangements and processes for expending funds.

The Coordinator will inform the Division Chair of any substantive changes in the original timeline. If the activity is delayed more than 12 months from the original timeline, the Division Chair may revoke the funding allocation.

For supported requests, the Coordinator must submit a brief report regarding the project to the Strategic Planning Oversight Committee within one month of the end of the project describing how the project funds were spent and the extent to which the articulated goals or outcomes were achieved.

Procedure

The Strategic Planning Oversight Committee will evaluate requests and make recommendations for quarterly funding to the Division Chair Succession using the criteria below:

- *Advancing the Strategic Plan:* The Strategic Planning Oversight Committee will consider the nature and extent of the impact of the sponsored activity on advancing the Division's Strategic Plan with special attention to:
 - The extent to which the project is likely to substantially advance the DivCHED Strategic Plan.
 - The number of DivCHED members (or prospective members) who will likely be engaged in or impacted by the project.
 - The number of DivCHED members from diverse groups (particularly those underrepresented in chemistry education) who will likely be engaged in or impacted by the project.
- *Impact on Finances:* The Treasurer will provide information as a member of the Strategic Planning Oversight Committee about the available balance in the designated Strategic Plan Fund account, including the status of prior financial commitments. The Strategic Planning Oversight Committee will also consider similar projects funded over the past four years including the amount funded. Only one request per fiscal year from the same group/person will be considered.

The Strategic Planning Oversight Committee will make recommendations to the Division Chair if a request will be approved, and if it is, whether it will be funded as requested or at a reduced level.

The Chair of the Strategic Planning Oversight Committee will provide an annual report to the Executive Committee that includes a list of the requests received, action taken, funds allocated and expended, and the impact of the activity on advancing the Strategic Plan.

Strategic Project Conflicts of Interest

If a member of the Strategic Planning Oversight Committee or Division Chair Succession has an interest in a proposed activity in the form of a significant personal financial interest in the transaction or in any organization involved in the project or holds (or has held) a position as trustee, director, chair, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of the Strategic Planning Oversight Committee is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration. If a conflict, or the potential appearance of a conflict, exists, the Strategic Planning Oversight Committee or Division Chair Succession member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.