**Atlantic Cape Community College**

# NEW INITIATIVE REVIEW (NIR) FORM

## **About this Form**

1. All new/innovative projects requiring any resources from Atlantic Cape must start with this New Initiative Review (NIR) Form. The faculty or staff member initiating the project concept/funding need must complete this NIR Form.
2. If the project concept will lead to applying for a specific grant opportunity, Resource Development will complete a different form, the Request for Proposals (RFP) Review Form, *in addition to* the faculty or staff member completing this NIR Form.
3. This NIR Form must be signed by the faculty or staff member’s supervisor, Dean and/or Vice President.
4. Once complete, the NIR Form is to be emailed to all President’s Cabinet members and President – at least one week in advance of next President’s Cabinet meeting and/or desired review date – for initial review and feedback.
5. Upon receipt of the NIR Form, the President’s Cabinet will review the form and make a recommendation to the President regarding approval or denial of the initiative. Meetings may be required to share additional information and feasibility prior to the Cabinet’s recommendation for approval or denial to move forward to seek funding for the project. *The President shall provide final approval of all new initiatives/projects.*
6. Once the project is recommended by the Cabinet, it will be sent to the President for final approval and President’s signature.

**Please complete the following sections, providing as much detail as possible, and obtain the required signatures at the end of this form. Your immediate supervisor, Dean and Vice President must sign this form before it will be considered by the President’s Cabinet.**

***Please do NOT include this instruction sheet with your submission.***

**Atlantic Cape Community College**

**NEW INITIATIVE REVIEW (NIR) FORM**

**DATE:**

## **Background information**

*Working title of project/concept:*

*Name, title and contact information of faculty or staff member submitting this form:*

## **Project summary**

*Brief (one paragraph) description of project idea, including activities and results:*

*Estimated timeline of project:*

*Statement of urgency for project to take place:*

## **Needs assessment and strategic linkage**

*Explanation of why project is needed, and how need was determined:*

*Linkage of project to Atlantic Cape strategic plan:*

## **Project goals and objectives**

*Project goals:*

*Project objectives:*

## **Project evaluation plan**

*Description of plan to evaluate project – How success will be determined:*

## **Project budget and budget narrative** (note whether new and existing resources will be needed)

*Revenue Projections – How will project be funded?*

*Estimated Expenses – Please itemize the following:*

* Personnel
* Materials/Supply/Equipment
* Consultants
* Travel
* In-Kind Contributions

TOTAL:

## **Impacted areas that will provided institutional support to the project:**

*Please discuss how, if at all, each of the following areas will be impacted if the project takes place.*

* + Project impact on **Finance**:
  + Project impact on **Human Resources & Training**:
  + Project impact on **Recruitment**:
  + Project impact on **Marketing**:
  + Project impact on **Facilities/Grounds** (equipment, rooms, scheduling):
  + Project impact on **Information Technology Services**:

## **Other project information, if applicable**

*Please provide any additional information that may be needed to evaluate this project concept.*

## **Signatures**

| **Required Signatures** | **Date of Signatures** |
| --- | --- |
|  |  |
| Faculty or Staff member submitting this form | Date |
|  |  |
| Faculty or Staff member’s immediate supervisor | Date |
|  |  |
| Dean | Date |
|  |  |
| Vice President | Date |
|  |  |
| Chief of Staff | Date |
|  |  |
| President | Date |