CADA Fund Allocation and Proposal Guidelines Bylaw

Preamble: This bylaw establishes the guidelines for the allocation and expenditure of the gift awarded to the Center for Applied Data Analytics (CADA) by Michelle Wells. The spending allocation of 4% will be utilized in accordance with CADA's mission to support our faculty, students, and the regional community.

Article I: Purpose of Fund Allocation: The allocation supports CADA's mission to foster a collaborative environment that enhances learning, teaching, and community engagement.

Article II: Fund Allocation Guidelines: The spending allocation of 4% for the 2024-25 fiscal year will be applied to three distinct categories.

Category 1: Student Research Initiative

- **Proposal Type 1: Student Applied Research Project**: This funding supports student-led projects mentored by AIS faculty, providing students with hands-on experience working with real-world data, aimed at presentation at regional conferences. Each student is eligible for up to $200 in funding. Proposals must be submitted by an AIS faculty member.

- **Proposal Type 2: Student Internship Stipend**: This funding supports AIS faculty-mentored, student-led projects where students participate in internships related to data analytics, gaining practical, hands-on experience in the field. Each student is eligible for up to $200 in funding. Proposals must be submitted by an AIS faculty member.

- **Proposal Type 3: Faculty-Led Student Field Trips**: This funding supports AIS faculty in organizing data analytics field trips, offering students practical learning experiences beyond the classroom. Faculty may receive up to $1,000 per trip for student-related expenses.

Category 2: Faculty Development and Industry Engagement

- **Proposal Type 1: Data Analytics Training Workshop:** AIS faculty members may request funding to attend face-to-face or virtual training sessions focused on advanced data analytics techniques and best practices, led by industry experts. Each AIS faculty member is eligible for up to $1,000 in funding.

- **Proposal Type 2: Guest Speaker Seminar**: Funding is available to invite a guest speaker with expertise in data analytics to conduct a seminar, promoting knowledge sharing and skill development. Each invited speaker is eligible for up to $500 in funding.

- **Proposal Type 3: Faculty Support for Industry Projects**: This funding supports AIS faculty involved in collaborative projects with businesses or industry partners focused on data analytics. This aims to help faculty apply their expertise to real-world problems and strengthen industry connections. Faculty may receive up to $1,000 in funding for these efforts.

Category 3: Community Data Training Initiative

- **Proposal Type 1: Community Business Analytics Workshop**: AIS faculty may propose a workshop for local businesses in Bowling Green. Each AIS faculty member is eligible for up to $1,000 in funding under this initiative.

- **Proposal Type 2: Professional Development for Regional Educators**: AIS faculty may propose workshops for regional educators, providing data analytics tools and skills for their teaching. Faculty may receive up to $1,000 in funding for this initiative.

- **Proposal Type 3: Workshop for Businesses and Industry Partner**: AIS faculty may conduct or collaborate with software application companies to offer workshops for regional businesses and industry partners. These workshops will focus on utilizing data analytics to optimize operations and enhance service delivery to their target communities. Each proposal is eligible for up to $1,000 in funding for this initiative.

Article III: Application Process:

- AIS faculty interested in initiating projects must submit a written proposal through the submission platform available on the CADA website: https://www.wku.edu/cada/.
- The proposal must include details on the project's purpose, timeline, anticipated outcomes, budget items, and budget justification.
    - o **Budget Items:** Applicants must include a detailed list of the budget items required for the proposed project. This includes, but is not limited to, materials, equipment, travel expenses, stipends, and any other cost necessary to complete the project.
    - o **Budget Justification:** Each budget item must be accompanied by a justification that explains why the expense is necessary and how it aligns with the project's objectives. This helps ensure that the funds are spent effectively and in alignment with CADA's mission.
- Only AIS faculty members are eligible to submit proposals, either for themselves or on behalf of students.
- AIS faculty may participate in a maximum amount of $1,000 per academic year.
- Proposals may be submitted at any time, but they will be reviewed at the end of September, November, February, and April.
- Proposals have a project period that concludes on **May 15** of each academic year.
- Each funded proposal must submit a brief report summarizing the project's activities and outcomes by **May 15**, marking the end of the fiscal year.
- The report submission platform will be available on the CADA website.
- The report will be included in the CADA annual report and shared with the Dean of GFCB, the College Heights Foundation, the Office of Sponsored Programs, and CADA stakeholders to ensure transparency and accountability.

Article IV: Proposal Evaluation and Approval Process

- Proposals will be evaluated on a rolling basis by a committee.
- The committee will consist of the AIS Chair (serving as an ex-officio member), the CADA Director (serving as an ex-officio member), and three AIS faculty members.
- An evaluation rubric will be used to assess proposals, with priority given to those that best align with CADA's mission. The rubric will be available on the CADA website.
- The CADA Director will inform applicants of the committee's decision, whether approval or rejection, including a rationale for any rejections. The AIS department Chair will also be included in this communication.
- If a proposal is approved, the applicant will work with the AIS department Chair (who serves as the Account Manager) and the College Budget Manager to manage expenses. The CADA Director will also be included in this communications to monitor budget utilization, as part of their responsibility to submit the CADA annual report to the Dean of GFCB, the College Heights Foundation, and the Office of Sponsored Programs.
- At the end of each academic year, the CADA Director will work with the AIS department Chair and the College Budget Manager to reconcile the budget and expenses, ensuring this information is incorporated into the CADA Center's Annual Report.

Article V: Amendment Process: Any amendments will require a majority vote by the AIS faculty for adoption.