<u>*Grant Policy*</u>

Policy:

The purpose of this policy is to establish the scope, criteria and process for grants from the Mid-Atlantic CIO Forum.

Scope:

This policy covers grants made by the Mid-Atlantic CIO Forum to any institution.

Processes:

Grants:

- Grants are made to institutions who submit requests to the Mid-Atlantic CIO Forum based on the criteria defined below.
- Grant requests may be submitted in the format required by the requesting institution but must as a minimum provide the following information:
    - Name, Address and contact information (phone and email)
    - Project description including Objectives/Goals/Tasks
    - Project costs
    - Project expected outcomes
    - Project schedule
- Grant requests are limited to a one year period. Projects that require funding beyond one year may resubmit the following year for a follow up grant.
- Grant requests may be submitted by any educational or humanitarian institution in the Mid-Atlantic area.

Grant Criteria:
All grant requests must:

- Define the need and case for the funding requested.
- Support our mission and purpose of fostering information technology and innovation or science, technology, engineering, and mathematics (STEM) in an industrial or academic environment. Grant requests not related to at least one of these elements, and also viewed as supporting the interests of the University system of Maryland or one of its constituent institutions or components including but not limited to Towson University will be rejected.
- Define the goals of the project being funded and the measurements that will document achievement or progress of these goals.
- The Mid-Atlantic CIO Forum retains the right to accept or reject any grant request based solely on our discretion.

Grant Procedures:

- Grant requests are to be submitted to the Mid-Atlantic CIO Forum offices at the address indicated on our web site (midatlanticcioforum.org) or via email (cioforum@towson.edu).
- Any individual grant request is limited to $10,000.
- Grant requests may be submitted during our fiscal year which runs from September through May. Grants submitted in June, July or August will be returned to the submitter.
- Grant requests must meet all the criteria listed above.
- Grant requests will be reviewed by the Mid-Atlantic CIO Forum board. Notification to the requestor of our decision will be made on a timely basis usually within 30 days.