Dear Colleagues,

As you may recall, the Strategic Academic Planning Committee (SAPC) distributed a Call for Strategic Academic Proposals last May. The SAPC is looking forward to receiving creative and exciting proposals for areas of strategic investment in Notre Dame's research enterprise. Full details about the process are available on the Office of the Provost's website under Academic Resources and Information.

http://provost.nd.edu/academic-resources-and-information/

Because the deadline for the submission of proposals is quickly approaching, I wanted to provide a brief reminder about a few details related to the process:

- **Deadline**: Please submit proposals electronically to Erin Hoffmann Harding (eharding@nd.edu) no later than 5 pm on Monday, October 15. Please carbon copy each participant named in the proposal on the electronic submission. Carbon copying the participant will constitute a signature to the proposal. Proposers must also copy the relevant Dean(s), Department Chair(s), and/or Institute Director(s) on the email.

- **Length**: Concept Papers may not exceed 3 pages in length (1" margins, 12-point font, single spaced).

- **Attachments**: The only attachments that should be included are brief CVs for the faculty participants. Each CV may not exceed 2 pages in length. CV attachments will not count toward the 3 page limit. In lieu of an attachment, you may also include an electronic link to the CVs of all participants. Each CV included in the link also must not exceed 2 pages in length.

- **Audience**: Since the members of the SAPC who will be reviewing the Concept Papers represent a variety of disciplines, proposers may wish to draft their papers in a manner accessible to a general academic audience rather than subject matter experts.

The details outlined above are designed to help keep the process as fair as possible for all faculty members. If you have any questions about the process or proposal requirements, please feel free to contact a member of the committee or Erin (eharding@nd.edu or 1-7074). Thank you again for your interest and participation in this important endeavor for the University.

Yours truly,
Tom

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