

Application Instructions

Thank you for your interest in the NASPA Sustainability at Scale project. These instructions are intended to help applicants understand eligibility requirements, how the application is structured, and what to expect during the review process. Applicants are encouraged to review the full application overview and instructions before beginning their submission.

Who Should Complete the Application

The application should be completed at the system level by the individual who will serve as the primary system lead for the project or by a designee in the system office. Systems selected to participate will be required to confirm this individual as the official point of contact.

Before You Begin

We recommend reviewing the [full application](#), eligibility criteria, and FAQs on our [website](#) before starting. We estimate that once you have all of your documentation assembled, application completion will take approximately one hour.

Applicants may find it helpful to consult with campus colleagues and institutional research staff in advance, particularly for questions related to advising structures, sustainability, and evidence of impact.

Application Format and Length

- Applications must be submitted using the online application form linked on the project [website](#).
- All narrative responses should adhere to the suggested word limits provided for each section.
- Responses should reflect a system-level perspective. Where institution-level variation exists, applicants may describe typical models, ranges, or patterns rather than providing exhaustive institutional detail.

Completing the Application

The application is organized into seven sections.

1. System Profile & Descriptive Information

Provide basic information about your system, institutional composition, and primary contacts. You will also be asked to identify three institutions expected to participate if selected and to describe the redesign activity areas represented at those institutions.



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2. Advising Redesign Overview

Describe the advising or pathways redesign effort launched between 2015–2020, including its rationale, scope, timeline, activities, and evolution. Responses should focus on what made the effort holistic or systemic and the system’s role in supporting the work.

3. System-Level Advising Landscape

Provide a high-level overview of advising structures, advisor-to-student ratios, advising philosophies, and technologies currently used across institutions expected to participate.

4. Sustainability of Advising Redesign

Describe how the work has been sustained and evolved over time, with attention to resourcing, staffing, policy context, feedback, and evaluation considerations.

5. Evidence of Impact and Measurement of Success

Summarize the types of evidence your system currently has to assess advising impact and student success outcomes. Applicants should note any limitations on data sharing.

6. Readiness and Interest

Explain why participation in this project is timely for your system and how you would use the award and learning opportunities associated with the study.

7. Senior Leadership Letter of Support (Required Upload)

Upload a letter of support from a system-level senior leader (President, Chancellor, or Provost) confirming awareness of and support for your system’s application and participation if selected. The letter should be signed and submitted on system letterhead.

Data Sharing and Confidentiality

Applicants are not required to submit data as part of the application. Instead, the application seeks to understand what data and documentation may be available if the system is selected. Systems may note any restrictions related to data sharing, confidentiality, or approval processes.

Review and Selection Process

Applications will be reviewed by NASPA staff and project advisors to assess:

- Alignment with the project’s goals and focus on sustainability
- Evidence of sustained advising redesign
- Breadth and scope of redesign activities
- Availability of outcome data



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- Readiness to participate in a one-year research effort between March 2026 and March 2027

NASPA will select three to five systems, with attention to diversity across system types, institutional contexts, and advising models. A copy of the review rubric is available on the project [website](#).

Submission Deadline

All applications must be submitted by February 17, 2026. Late or incomplete applications may not be considered.

Questions

Questions about the application or eligibility may be directed to Elise Newkirk-Kotfila at enewkirk-kotfila@naspa.org. Interested systems may also consult the [project website](#) or attend an informational webinar on Friday, February 6, 2026 at 2 p.m. ET [[Register](#)]