



**PRESIDENTIAL INCENTIVE AWARDS  
APPLICATION AND AWARD MANAGEMENT GUIDELINES  
2021-2022 Award Cycle**

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## **Introduction**

Since 2013, University of North Georgia president Dr. Bonita Jacobs has invested over \$2.1M in faculty and staff professional development through the Presidential Incentive Awards program. For the 2021-22 cycle, this program offers two awards – semester and innovation - to provide extraordinary institutional support for faculty and staff to pursue new and innovative ideas that support UNG in fulfilling its mission:

*The University of North Georgia, a regional multi-campus institution and premier senior military college, provides a culture of academic excellence in a student-focused environment that includes quality education, service, research and creativity. This is accomplished through broad access to comprehensive academic and co-curricular programs that develop students into leaders for a diverse and global society. The University of North Georgia is a University System of Georgia leadership institution and is The Military College of Georgia.*  
(<https://ung.edu/about/mission.php>)

## **Award Categories**

### 1) Semester Incentive Award

Awards of a full semester course release with up to \$12,000 each to support faculty in a focused and meaningful scholarly and significant product upon completion (i.e. external grant application, research protocol, authored book, intellectual property development, etc.). Preference is given to applications that support the mission of UNG as articulated by the mission statement.

As part of the Proposal Narrative, applicants must include a dissemination plan to both internal and external audiences. Funding must culminate in a substantive and significant product and meet the scholarship expectations as described in departmental promotion and tenure guidelines.

Applicants must specify whether they will focus on their efforts during the fall of 2021 or the spring of 2022, and must meet with their department heads and deans to determine the best semester to utilize the award. Faculty selected for this award may not teach any academic courses during the duration of the funded semester. They must also sign an agreement to indicate their return to UNG for a period of at least one year after the completion of the semester leave. (University System of Georgia---Board of Regents Policy Manual--[Education and Professional Leave 8.2.7.4](#)).

Prior awardees of Presidential Incentive Awards must not be delinquent on award requirements, and must have conducted previous awarded projects with fiscal responsibility and research integrity in order to be eligible for a new award.

## 2) Innovation Incentive Award

Awards of up to \$5,000 each to support faculty and staff development, and provide opportunities for interdisciplinary and/or cross-functional collaborations among colleagues or individual pursuits focused on innovations and partnerships that promote implementation of best practice models. The project period for Innovation Incentive awards will be from January 1, 2021 – December 31, 2021.

Any topic, as long as it is related to developing and promoting best practices, will be considered for funding. The important focus is that projects promote innovative institutional practices that support the UNG mission. General submission areas include, but are not limited to, operational efficiency, improved unit performance, enhanced unit analysis, first-year student programming, learning communities, service learning, student research, global engagement, capstone project development, civic engagement, leadership development, economic development, and other community partnerships.

Funding must culminate in a product or activity for implementation that can be shared through a campus event. Broader dissemination is encouraged. Dissemination activities should meet scholarship expectations as described in department promotion and tenure guidelines.

### **Eligibility**

Semester Incentive Award: Eligibility is limited to tenured or tenure-track UNG faculty who will have been employed at UNG a minimum of two years at the completion of the 2020-21 academic year. Past Semester Incentive Award recipients are not eligible to receive a new Semester Incentive Award for three academic years following the academic year the award was received.

Innovation Incentive Award: Eligibility is limited to full-time faculty and staff members.

If a faculty member elects to apply for a Semester award and an Innovation award, both projects may be funded provided they are significantly different.

### **Application Deadline**

Application for all awards must be submitted, using the online application website, by Monday, November 23, 2020, at 5:00pm. Applications submitted after this deadline will not be accepted.

### **Application Instructions**

Applicants must follow all instructions listed in this section for all applications submitted. Please note that each award has a unique set of instructions. Applications that fail to adhere to the

instructions listed in this document are subject to be rejected without review. Incomplete applications will not be accepted.

All applications must be submitted through UNG's InfoReady Review online application site. Emailed applications or applications submitted via mail (inter-campus or otherwise) will not be accepted.

Applications for each award can be found by visiting the following webpages:

[Presidential Semester Incentive Award Application Page](#)

[Presidential Innovation Incentive Award Application Page](#)

Please ensure that you are submitting your application to the correct award. Applications submitted to the incorrect award will not be accepted.

If an application is to have more than one eligible applicant, one applicant should be designated as the *Corresponding Applicant*. The Corresponding Applicant must be the individual to complete and submit the online application, and will be the individual who will receive all official communications regarding the application. If an application is submitted by only one applicant, that individual will automatically be designated as the Corresponding Applicant.

## Semester Incentive Award Application Instructions

- 1) Personal Details – the following information should be entered in the online application webpage (where indicated) for the Corresponding Applicant:
    - a) Prefix (Dr., Mr., Ms., etc.)
    - b) Corresponding Applicant's First Name (will be pre-populated by the online system)
    - c) Corresponding Applicant's Last Name (will be pre-populated by the online system)
    - d) Corresponding Applicant's Email Address (will be pre-populated by the online system)
    - e) Corresponding Applicant's Position (select from drop-down options)
    - f) Corresponding Applicant's Tenure Status (tenured, tenure-track, etc.)
    - g) Corresponding Applicant's Primary College (select from drop-down options)
    - h) Corresponding Applicant's Primary Department (select from drop-down options)
    - i) Corresponding Applicant's Primary Campus (select from drop-down options)
    - j) Corresponding Applicant's Area of Specialization
  - 2) Co-Applicants – the following information should be entered in the online application webpage (where indicated) for each co-applicant:
    - a) Prefix (Dr., Mr., Ms., etc.)
    - b) Co-Applicant's First Name
    - c) Co-Applicant's Last Name
    - d) Co-Applicant's Email Address
    - e) Co-Applicant's Position and Tenure Status (tenured, tenure-track, etc.)
    - f) Co-Applicant's Primary College
    - g) Co-Applicant's Primary Department
    - h) Co-Applicant's Primary Campus
    - i) Co-Applicant's Area of Specialization
- Note: Co-Applicants must be UNG faculty that are eligible to receive the Semester Incentive Award. Do not list ineligible UNG employees or students as Co-Applicants.
- 3) Proposal Details – the following information should be entered in the online application webpage (where indicated) for the proposed project:
    - a) Proposal Title
    - b) Proposal Abstract

**Semester Incentive award applications are submitted online: [Semester Incentive Award Application Page](#)**

**Templates for the Proposal Narrative, Budget Worksheet, and Acknowledgement/Approval Letter are available on the application page.**

Note: The Proposal Abstract should be identical to the Abstract in the Proposal Narrative document (see below). The Proposal Abstract must be included both here and in the Proposal Narrative document.

- c) Human Subjects Research – Indicate whether your project will include human subjects research.
  - d) External Collaborators – Indicate whether your project will include collaborations between UNG and non-UNG participants (including international contacts).
  - e) Minors on Campus – Indicate whether your project will include participants that are non-enrolled minors on campus.
  - f) Community Engagement – Indicate whether your project will include a community engagement element. Community Engagement is defined as collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.
  - g) Semester of Project – Indicate which semester the work of the project will be conducted.
- 4) Upload Files – the following documents should be uploaded (where indicated) to the online application:

a) *Proposal Narrative*

The Proposal Narrative should be uploaded as an Adobe PDF file using the following formatting guidelines:

- Use one of the following fonts: Arial (not Arial Narrow) at a font size of 10 points or larger or Times New Roman at a font size of 11 points or larger. A font size of less than 10 points may be used for mathematical formulas or equations, figures, or diagram captions. Applicants are cautioned, however, that the text must still be readable.
- Margins, in all directions, must be at least one inch.
- Paper size must be no larger than standard letter paper size (8 1/2 by 11").
- Text may be single-spaced.

In order to facilitate a double-blind review, applicants should not identify themselves in the Proposal Narrative. The Proposal Narrative should include the following information adhering to the page limits for each section listed (a Proposal Narrative template is included in Appendix I of this document and is provided on the online application webpage):

- *Abstract* (limit one page)

Provide a project abstract that briefly describes the project, its importance, what will be done, and the anticipated outcomes.

- *Introduction* (limit one page)

The Introduction must include the following:

- Description of the applicant's prior experience or knowledge for undertaking proposed innovative project.

- Description of the project including outcomes
  - Description of interdisciplinary and/or cross-functional collaborations and partnerships
- *Innovation, Creativity, and Uniqueness* (limit four pages)  
Provide a description of need. Explain what issue is being addressed and why addressing it should be supported. What is the approach and how does it relate to the applicant's current work in the area? Why should this project be regarded as a significant enhancement to the applicant's scholarly activities?
  - *Best Practices* (limit three pages)  
Describe how the project incorporates best practice models that support the UNG mission. How will the project be assessed to determine success?
  - *Dissemination/Implementation Plan* (limit two pages)  
Provide the plan and timeline for dissemination of the product or activity or for implementation of the process or procedure. This section should address the significant enhancement(s) this award will have on future career goals. Faculty members must include dissemination activities that meet the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.
  - *Schedule* (limit one page)  
Provide information regarding the schedule required to complete the work. The schedule should include a timeline listing important milestones including work done prior to the commencement of the award and related work to be completed after the period of performance.
  - *Budget Justification* (limit one page)  
Provide justification for expenses listed in each category from the Budget Worksheet.

Note: In order to facilitate a double blind review, applicants should not identify themselves in the Proposal Narrative, including the Abstract

Proposal narratives that do not follow the formatting guidelines or page limits are subject to be rejected without review.

b) *Budget Worksheet*

The Budget Worksheet should be uploaded as a Microsoft Excel file using the template provided on the online application webpage. This template contains formulas that accurately calculate items such as fringe benefits and budget totals. The formulas in the Budget Worksheet template should not be altered in any way. Example budgets are included in Appendix II of this document.

The total budgeted amount for the Semester Incentive Award cannot exceed \$12,000 (this amount is in addition to the semester course buyout for the applicants). The Budget Worksheet should only include expenses to be paid by the award. Applications submitted with a budget that exceeds \$12,000 are subject to be rejected without review.

Budget Categories:

- *Personal Services* – enter compensation or casual labor associated with the project. This should not include the semester course buyout for the applicant(s), only other UNG personnel (e.g. students). Semester award applicants should not budget any additional compensation for themselves (i.e. summer salary, extra compensation, etc.).

NOTE: All compensation is processed through the UNG payroll department and is subject to appropriate fringe benefits. UNG’s fringe benefit portion will be automatically calculated on the worksheet, and is included as part of the total budget for the project. Please do not alter the amounts in the “Fringe Benefits” section of the worksheet.

NOTE: If a vendor is an individual that does not have a business to process payment through, that individual will be compensated as an employee through the UNG payroll department, and should be included in the “Casual Labor” line in the worksheet. This does not apply to honorarium for guest speakers.

- *Travel* – please enter the total for both domestic and international travel expenses associated with the project. All travel costs should be calculated in accordance with UNG institutional travel policies and guidelines (<https://my.ung.edu/departments/Comptroller/Pages/Travel.aspx>) (i.e. per diem, mileage rates).

NOTE: This section is for UNG employee and/or student travel. Travel expenses (included honorarium) for guest speakers should be included in the “Operating Supplies and Expenses” section.

NOTE: When traveling internationally, U.S air carriers must be used when available.

NOTE: Registration for conferences should be included in the “Operating Supplies and Expenses” section.

- *Operating Supplies and Expenses* – enter the amounts for supplies and materials, publication and printing expenses, memberships and subscriptions, conference registrations, and other expenses associated with the project.
- *Equipment* – enter the amounts for equipment associated with the project. Equipment is defined as items having a useful life of more than one year and having a per-unit cost which equals or exceeds \$5,000.  
NOTE: Items such as laptops, printers, and flash drives should be included in the “Operating Supplies and Expenses” section.

### *Unallowable Costs*

All budgeted items must adhere to University System of Georgia (USG) and UNG's policies regarding allowable costs. Examples of unallowable costs include, but are not limited to:

- Personal items
- Passports
- Travel expenses for spouses/partners
- AirBnBs
- Entertainment
- Alcohol and/or tobacco
- Gift certificates, promotional, or other cash equivalent items
- Food
  - Food purchased for official research use as approved by an Institutional Review Board (IRB) or food that is integral to or the subject of research is permitted with prior approval.
    - Example of an allowable food cost: Food purchased to test the effect of carbohydrates on blood sugar
    - Example of an unallowable food cost: Food purchased for students to experience a culturally authentic meal
- Sales tax – The University of North Georgia is established as a sales tax free entity. Please provide the University's sales tax exemption form to vendors.

All budgeted items included in each category and subcategory of the Budget Worksheet should be justified in the "Budget Justification" section in the Proposal Narrative. Any budget item considered unallowable per USG or UNG policy, or any budget item not properly justified in the Proposal Narrative, will not be included in the final approved budget for any awarded application.

#### c) *Acknowledgement/Approval Letter*

As part of the application, applicants are required to upload a letter signed by the applicant(s), each applicant's department head, and each applicant's dean that acknowledges that each person signing understands the requirements related to a potential award, including allowable expenditures and other responsibilities associated with utilizing an award. Applicants are required to use the letter template provided on the online application webpage (see Appendix IV of this document), and the document should be uploaded as an Adobe PDF file. Signature by each applicant's department head and dean serves as an approval of the submission of the proposed project and budget, and certification that the applicant is eligible to receive the award.

Applications submitted without a letter fully signed by each applicant, each applicant's department head, and each applicant's dean are subject to be rejected without review.

## Innovation Incentive Award Application Instructions

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    - d) Corresponding Applicant’s Email Address (will be pre-populated by the online system)
    - e) Corresponding Applicant’s Position
    - f) Corresponding Applicant’s Primary College or Division
    - g) Corresponding Applicant’s Primary Department
    - h) Corresponding Applicant’s Primary Campus
    - i) Corresponding Applicant’s Area of Specialization
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    - e) Co-Applicant’s Position
    - f) Co-Applicant’s Primary College or Division
    - g) Co-Applicant’s Primary Department
    - h) Co-Applicant’s Primary Campus
    - i) Co-Applicant’s Area of Specialization
- Note: Co-Applicants must be UNG faculty or staff that are eligible to receive the Innovation Incentive Award. Do not list ineligible UNG employees or students as Co-Applicants.
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  - e) Minors on Campus – Indicate whether your project will include participants that are non-enrolled minors on campus.
  - f) Community Engagement – Indicate whether your project will include a community engagement element. Community Engagement is defined as collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.
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    - Margins, in all directions, must be at least one inch.
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- *Abstract* (limit one page)  
Provide a project abstract that briefly describes the project, its importance, what will be done, and the anticipated outcomes.
- *Introduction* (limit one page)  
The Introduction must include the following:
  - Description of the applicant’s prior experience or knowledge for undertaking proposed innovative project.
  - Description of the project including outcomes

- Description of interdisciplinary and/or cross-functional collaborations and partnerships
- *Innovation, Creativity, and Uniqueness* (limit two pages)  
Provide a description of need. Explain what issue is being addressed and why addressing it should be supported. What is the approach and how does it differ from strategies tried by others? Why should this project be regarded as an exciting new approach?
- *Best Practices* (limit two pages)  
Describe (limit two pages) how the project incorporates best practice models that support the UNG mission and priorities established by the Strategic Plan. How will the project be assessed to determine success?
- *Dissemination/Implementation Plan* (limit one page)  
Provide the plan and timeline for dissemination of the product or activity or for implementation of the process or procedure. Faculty members must include dissemination activities that meet the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.
- *Budget Justification* (limit one page)  
Provide justification for expenses listed in each category from the Budget Worksheet.

Note: In order to facilitate a double blind review, applicants should not identify themselves in the Proposal Narrative, including the Abstract.

Note: Proposal narratives that do not follow the formatting guidelines or page limits are subject to be rejected without review.

b) Budget Worksheet

The Budget Worksheet should be uploaded as a Microsoft Excel file using the template provided on the online application webpage. This template contains formulas that accurately calculate items such as fringe benefits and budget totals. The formulas in the Budget Worksheet template should not be altered in any way. Example budgets are included in Appendix II in this document.

The total budgeted amount for the Innovation Incentive Award cannot exceed \$5,000. The Budget Worksheet should only include expenses to be paid by the award. Applications submitted with a budget that exceeds \$5,000 are subject to be rejected without review.

### Budget Categories:

- *Personal Services* – enter compensation amounts for 10-month faculty, undergraduate/graduate student assistants, or casual labor associated with the project. 10-month faculty must enter their compensation for an Innovation Incentive Award in the “Summer Faculty” budget line. All Employee pay must follow the guidelines set forth in USG and UNG guidelines.

NOTE: All compensation is processed through the UNG payroll department and is subject to appropriate fringe benefits. UNG’s fringe benefit portion will be automatically calculated on the worksheet, and is included as part of the total budget for the project. Please do not alter the amounts in the “Fringe Benefits” section of the worksheet.

NOTE: If a vendor is an individual that does not have a business to process payment through, that individual will be compensated as an employee through the UNG payroll department, and should be included in the “Casual Labor” line in the worksheet. This does not apply to honorarium for guest speakers.

- *Travel* – please enter the total for both domestic and international travel expenses associated with the project. All travel costs should be calculated in accordance with UNG institutional travel policies and guidelines (<https://my.ung.edu/departments/Comptroller/Pages/Travel.aspx>) (i.e. per diem, mileage rates).

NOTE: This section is for UNG employee and/or student travel. Travel expenses (included honorarium) for guest speakers should be included in the “Operating Supplies and Expenses” section.

NOTE: When traveling internationally, U.S air carriers must be used when available.

NOTE: Registration for conferences should be included in the “Operating Supplies and Expenses” section.

- *Operating Supplies and Expenses* – enter the amounts for supplies and materials, publication and printing expenses, memberships and subscriptions, conference registrations, and other expenses associated with the project.
- *Equipment* – enter the amounts for equipment associated with the project. Equipment is defined as items having a useful life of more than one year and having a per-unit cost which equals or exceeds \$5,000.  
NOTE: Items such as laptops, printers, and flash drives should be included in the “Operating Supplies and Expenses” section.

### *Unallowable Costs*

All budgeted items must adhere to University System of Georgia (USG) and State of Georgia policies regarding allowable costs. Examples of unallowable costs include, but are not limited to:

- Personal items

- Passports
- Travel expenses for spouses/partners
- AirBnBs
- Entertainment
- Alcohol and/or tobacco
- Gift cards, gift certificates, promotional, or other cash equivalent items
- Food
  - Food purchased for official research use as approved by an Institutional Review Board (IRB) or food that is integral to or the subject of research is permitted with prior approval.
    - Example of an allowable food cost: Food purchased to test the effect of carbohydrates on blood sugar
    - Example of an unallowable food cost: Food purchased for students to experience a culturally authentic meal
- Sales tax – The University of North Georgia is established as a sales tax free entity. Please provide the University’s sales tax exemption form to vendors.

All budgeted items included in each category and subcategory of the Budget Worksheet should be justified in the “Budget Justification” section in the Proposal Narrative. Any budget item considered unallowable per USG or state policy, or any budget item not properly justified in the Proposal Narrative, will not be included in the final approved budget for any awarded application.

c) Acknowledgement/Approval Letter

As part of the application, applicants are required to upload a letter signed by the applicant(s), each applicant’s department head, and each applicant’s dean/division head that acknowledges that each person signing understands the requirements related to a potential award, including allowable expenditures and other responsibilities associated with utilizing an award. Applicants are required to use the letter template provided on the online application webpage (see Appendix IV of this document), and the document should be uploaded as an Adobe PDF file. Signature by each applicant’s department head and dean/division head serves as an approval of the submission of the proposed project and budget, and certification that the applicant is eligible to receive the award.

Applications submitted without a letter fully signed by each applicant, each applicant’s department head, and each applicant’s dean are subject to be rejected without review.

## **Selection Process**

The Office of Research and Engagement (ORE) will oversee the application and review process. ORE will conduct an initial review of applications to check for applicant eligibility, adherence to application instructions, allowability of budget items, and applicants' management of prior Presidential Incentive Awards. Prior awardees must not be delinquent on award requirements, and must have conducted previous awarded projects with fiscal responsibility and research integrity in order to be eligible for a new award.

All accepted applications are reviewed by committees consisting of members of UNG faculty, staff, and administration. Applications are scored using rubrics provided to the committees. Scoring rubrics are included in Appendix III of this document, and will be available to applicants on each award's application webpage, so that applicants may ensure that their applications are addressing all aspects of the rubric.

## **Reviewer Guide**

Reviewers of Presidential Incentive Award applications will be sent review requests through the online application system. Using the scoring rubrics, reviewers will enter their numeric scores for each of the rubric sections and include comments that provide a rationale for that score. These scores and comments will be used to determine funding recommendations for each award.

In addition, given the significant funding and prestige associated with the Semester Incentive Award, the committee for the Semester Incentive Award will meet in person to discuss the pool of proposals. This discussion will focus on the strengths and weaknesses of the proposals and will further ensure consistency in the evaluation and rating process.

When evaluating applications, reviewers should consider the following questions:

- Does the project support the UNG mission?
- For Semester Incentive Award applications, will the project result in a substantive, significant, and meaningful scholarly product?
- For Innovation Incentive Award applications, is the project developing and promoting innovative institutional practices that will result in a product or activity that can be shared through a campus event?
- Does the project incorporate best practice models?
- Can the project be completed in the timeframe of the award?
- Is the plan to disseminate project results or products realistic and reasonable?
- Is the requested budget within stated limits and properly justified?

## Award Announcements

After the committee reviews are completed, final funding recommendations will be presented to Office of the President. Awardees will be notified by the Office of the President. Awardees will be presented letters of acceptance that detail the terms of the award, and will include an approved budget. All applicants (Corresponding Applicant and any co-applicants) must sign the acceptance letter and return it to the Office of Research and Engagement before the award becomes official and any project activities can begin.

Once all awards are made official, a university-wide announcement will be made, announcing the awardees.

## **Award Management**

Funding for all awards, provided by the Office of the President, will be administered by the Office of Research and Engagement (ORE).

Projects that involve research with human subjects must have approval from the Institutional Review Board (IRB) prior to any project activities and disbursement of funds. Awardees should keep in mind that the IRB review process can take 30-60 days and are encouraged to submit their IRB applications as early as possible after receiving their letter of acceptance.

All project activities must be completed within the designated project period for the award. No-cost extensions may be granted at the discretion of ORE, provided that proper justification is presented, in writing, to warrant such an extension.

## Expending Award Funds

All expenses must pass four tests: reasonableness, allocability, consistence, and conformance. All Presidential Incentive Award funds are state dollars and must be spent according to the state policy on allowable expenses. Awardees must adhere the original approved budget. ORE must approve any desired changes to a budget. Upon request, ORE will send updated budget reports throughout the project period. Any unspent funds will revert to the University. The following guidance **MUST** be adhered to regarding expending Presidential Incentive Award funds:

- Faculty/Staff Compensation
  - All compensation must be processed through the UNG payroll department. All compensation from a Presidential Incentive Award is subject to withholding (taxes, insurance, retirement, etc.). Withholdings are based on the faculty's personal payroll options and can impact the amount received by the awardee.
  - Semester buyouts for Semester Incentive Awards will be completed through the faculty member's department head and ORE

- All other compensation will be completed through the submission of a Personnel Action Form (PAF) to ORE
- Student Assistants
  - All undergraduate and graduate student assistants must be hired using the same hiring process for all student workers established by UNG Human Resources
  - Depending on amounts, compensation to the student may affect the student's financial aid status
- Casual Labor
  - If vendor is an individual and payment does not run through a business then the vendor must run through payroll as an UNG employee
- Guest Speakers
  - When planning to provide an honorarium and/or travel expenses for guest speakers/presenters, the following forms must be completed prior to the event date where your guest will be presenting:
    - Personal Services Agreement Form (PSA) – Please route to Purchasing for Authorized University Representative's signature. This form must be completed even if the only reimbursement is for travel, in which case current travel guidelines are to be followed. A resume/web page must accompany this form, as supporting documentation for expertise in field
    - Vendor Authorization Form – If your guest has never received any kind of payment from UNG or any other USG institution, this form must be completed and submitted
    - Note – Dual-Appointment Compensation must be given if the guest speaker is currently part of the University System of Georgia.
  - Both forms are located in the Purchasing Department's myUNG page on the right-hand side under the "Other Forms" heading
  - These forms may be emailed
  - An invoice is required from the guest after the event takes place. A copy of both forms must accompany the invoice
  - The invoice and a copy of both forms must accompany check requests for honorariums, called "Professional Fee (One-time fee)" on the PSA
  - A copy of both forms must accompany travel expense statements. These two forms may be copies; however, IRS rules require any receipts submitted for travel reimbursement must be originals
- P-Card Purchases/Purchase Requisitions
  - Make a list of items to purchase with description and how it relates to project with cost amount and send to your Department's P-Card Holder and cc ORE
  - ORE will review and approve the purchase and provide your Department's P-Card Holder with the account chart string to charge the items
  - Orders are shipped directly to awardees
- Check Requests to Vendors (Max amount allowed \$2,500)
  - Vendors must be state-approved vendors
  - Vendors should submit invoices to Awardees

- Sales tax should NOT be included in invoices
- Awardees should complete a check request form with the vendor's information, attach the invoice, and submit both to ORE
- ORE will review and approve the purchase, list the account to charge the purchase to, and submit for payment directly to vendor.
- Travel
  - Must adhere to institutional policies and guidelines. Information regarding travel policies is located at <https://my.ung.edu/departments/Comptroller/Pages/Travel.aspx>
  - Travel Authorization Forms must be signed by superior and submitted to ORE prior to trip taking place.
  - Travel Expense Statements must be signed and submitted to ORE no later than 30 days upon returning to work.

### Project Close-Out

Awardees are required to provide a project report at the completion of the funded activity to the Office of Research and Engagement that summarizes the project relative to the goals set forth in the application. Please follow the dissemination plan as described in the approved proposal. These reports will be made available to the internal University of North Georgia community, including department heads, supervisors, and deans. Future funding is contingent upon receipt of the final report by the following deadlines:

- Semester Incentive Award: within 45 days of the end of the awarded semester
- Innovation Incentive Award: February 14, 2022

### Contact Information

For general questions regarding the Presidential Incentive Awards, please contact the Office of Research and Engagement at [research@ung.edu](mailto:research@ung.edu).

For questions regarding budgets and award management, please contact Sommer Green, Director of Research Compliance, at [sommer.green@ung.edu](mailto:sommer.green@ung.edu).

For questions regarding the online application website, please contact Chris Jackson, Grant Specialist, at [christopher.jackson@ung.edu](mailto:christopher.jackson@ung.edu).

## **APPENDIX I**

### **Proposal Narrative Templates**

The templates on the following pages should be used when preparing an application's proposal narrative.

## *Presidential Semester Incentive Award Proposal Narrative Template*

*The following template is to be used for the Proposal Narrative for the 2021-22 Presidential Semester Incentive Award. Narratives must adhere to the page limits for each section. Text in italics should be deleted and replaced with information specific to the proposed project. In order to facilitate a double-blind review, applicants should not identify themselves in the Proposal Narrative.*

### **< TITLE OF THE PROPOSAL >**

#### **Abstract** *(limit one page)*

*Provide a project abstract that briefly describes the project, its importance, what will be done, and the anticipated outcomes. This abstract must be included here and copied into the “Abstract” field in the online submission system.*

#### **Introduction** *(limit one page)*

*The Introduction must include the following:*

- *Description of the applicant’s prior experience or knowledge for undertaking proposed innovative project.*
- *Description of the project including outcomes*
- *Description of interdisciplinary and/or cross-functional collaborations and partnerships.*

#### **Innovation, Creativity, and Uniqueness** *(limit four pages)*

*Provide a description of need. Explain what issue is being addressed and why addressing it should be supported. What is the approach and how does it relate to the applicant’s current work in the area? Why should this project be regarded as a significant enhancement to the Applicant’s scholarly activities?*

#### **Best Practices** *(limit three pages)*

*Describe how the project incorporates best practice models that support the UNG mission. How will the project be assessed to determine success?*

#### **Dissemination/Implementation Plan** *(limit two pages)*

*Provide the plan and timeline for dissemination of the product or activity or for implementation of the process or procedure. This section should address the significant enhancement(s) this award will have on future career goals. Faculty members must include dissemination activities that meet the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.*

#### **Schedule** *(limit one page)*

*Provide information regarding the schedule required to complete the work. The schedule should include a timeline listing important milestones including work done prior to the commencement of the award and related work to be completed after the period of performance.*

**Budget Justification** *(limit one page)*

*Provide justification for expenses listed in each category from the Budget Worksheet.*

*Presidential Innovation Incentive Award Proposal Narrative Template*

*The following template is to be used for the Proposal Narrative for the 2021 Presidential Innovation Incentive Award. Narratives must adhere to the page limits for each section. Text in italics should be deleted and replaced with information specific to the proposed project. In order to facilitate a double-blind review, applicants should not identify themselves in the Proposal Narrative.*

**< TITLE OF THE PROPOSAL >**

**Abstract** *(limit one page)*

*Provide an abstract that briefly describes the project, its importance, what will be done, and the anticipated outcomes. This abstract must be included here and copied into the “Abstract” field in the online application webpage.*

**Introduction** *(limit one page)*

*The Introduction must include the following:*

- *Description of the applicant’s prior experience or knowledge for undertaking proposed innovative project;*
- *Description of the project including outcomes;*
- *Description on interdisciplinary and/or cross-functional collaborations and partnerships.*

**Innovation, Creativity, and Uniqueness** *(limit two pages)*

*Provide a description of need. Explain what issue is being addressed and why addressing it should be supported. What is the approach and how does it differ from strategies tried by others? Why should this project be regarded as an exciting new approach?*

**Best Practices** *(limit two pages)*

*Describe how the project incorporates best practice models that support the UNG mission. How will the project be assessed to determine success?*

**Dissemination/Implementation Plan** *(limit one page)*

*Provide the plan and timeline for dissemination of the product or activity of for implementation of the process or procedure. Faculty members must include dissemination activities that meet the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.*

**Budget Justification** *(limit one page)*

*Provide justification for expenses listed in each category from the Budget Worksheet*

## **APPENDIX II**

### **Budget Worksheet Examples**

The following pages contain examples of budget worksheets for each Presidential Incentive Award category. Applicants should use the budget worksheet template provided on the online application site to calculate budgets. Budgets should not exceed the stated limits for the specific award category, and all budget items must be justified in the Proposal Narrative document.

## Presidential Semester Incentive Award Budget Worksheet

Budgets cannot exceed \$12,000. All costs must follow UNG guidelines for allowable expenses.

Do not budget for semester course buyout. This will be handled through an awardee's department.

Please include a justification for all budget items in the Proposal Narrative

### Project Title: Sample Semester Budget

#### Personal Services (UNG employees and students only)

##### Compensation

UNG Graduate Assistants \$0

UNG Undergraduate Assistants \$3,000

Casual Labor \$0

Compensation Total \$3,000

##### Fringe Benefits (COMPUTED)

UNG Undergraduate Assistants \$0

UNG Student Assistants \$0

Casual Labor \$0

Fringe Benefits (COMPUTED) Total \$0

**Personal Services Total** \$3,000

#### Travel

Domestic \$2,500

International \$3,000

**Travel Total** \$5,500

#### Operating Supplies and Expenses

Supplies and Materials \$1,000

Publications & Printing \$2,000

Memberships & Subscriptions \$0

Conference Registrations \$500

Other \$0

**Operating Total** \$3,500

#### Equipment

At or above \$5,000/per unit \$0

**Equipment Total** \$0

#### Summary (Computed)

Personal Services \$3,000

Travel \$5,500

Operating Supplies and Expenses \$3,500

Equipment \$0

**Total Semester Incentive Award Budget** \$12,000

## Presidential Innovation Incentive Award Budget Worksheet

Budgets cannot exceed \$5,000. All costs must follow UNG guidelines for allowable expenses.

Please include a justification for all budget items in the Proposal Narrative.

### Project Title: Sample Innovation Budget

#### Personal Services (UNG employees and students only)

##### Compensation

Summer Faculty	\$0
UNG Graduate Assistants	\$0
UNG Undergraduate Assistants	\$0
Casual Labor	\$0

Compensation Total \$0

##### Fringe Benefits (COMPUTED)

Summer Faculty	\$0
UNG Graduate Assistants	\$0
UNG Undergraduate Assistants	\$0
Casual Labor	\$0

Fringe Benefits (COMPUTED) Total \$0

**Personal Services Total** **\$0**

#### Travel

Domestic	\$1,500
International	\$0

**Travel Total** **\$1,500**

#### Operating Supplies and Expenses

Supplies and Materials	\$2,200
Publications & Printing	\$1,000
Memberships & Subscriptions	\$0
Conference Registrations	\$300
Other	\$0

**Operating Total** **\$3,500**

#### Equipment

At or above \$5,000/per unit	\$0
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**Equipment Total** **\$0**

#### Summary (Computed)

Personal Services	\$0
Travel	\$1,500
Operating Supplies and Expenses	\$3,500
Equipment	\$0

**Total Innovation Incentive Award Budget** **\$5,000**

## **APPENDIX III**

### **Scoring Rubrics**

The following pages contain the scoring rubrics reviewers will use to evaluate applications.

**Presidential Semester Incentive Award Application Rubric**

<b>Score:</b>	<b>0</b>	<b>1 - 2</b>	<b>3 - 4</b>	<b>5 - 6</b>	<b>Points Awarded</b>
<b>Abstract</b>	Abstract missing	Vague abstract	Clear, but not concise abstract	Clear, concise abstract that encapsulates project	
<b>Introduction</b>	No description of preparation, research; no clearly defined outcomes	Vague mention of preparation, research, and explanation of outcome	Description of preparation, research, and explanation of outcome disorganized or unclear	Clear, concise description of preparation, research very clearly defined outcomes.	
<b>Innovation, Creativity, and Uniqueness</b>	Shows no innovation or uniqueness	Somewhat meets expectations in innovation, creativity, and uniqueness	Meets expectations but not highly innovative, creative, or unique	Very innovative, creative, and unique with a new and exciting Approach	
<b>Best Practices</b>	No evidence of incorporation of best practices	Could show improvement in connecting proposal to best practices	Meets expectations but could better incorporate best practice model(s)	Excellent incorporation of best practice model(s) that supports UNG's Mission	
<b>Dissemination/ Implementation Plan</b>	No plan given	Plan is included but not clear or viable	Plan meets expectations but could be refined	Excellent plan that is clear and viable	
<b>Schedule</b>	Schedule not given	Schedule is unrealistic is it relates to stated goals	Schedule is realistic, but not all goals can be completed in one semester	Schedule is realistic and all goals can be completed in one Semester	
<b>Budget</b>	Insufficient budget with no justification	Insufficient budget with unreasonable justification	Sufficient budget with unclear justification	Sufficient and reasonable budget and justification	

**Total Points Awarded \_\_\_\_\_**

**Presidential Innovation Incentive Award Application Rubric**

<b>Score:</b>	<b>0</b>	<b>1 - 2</b>	<b>3 - 4</b>	<b>5 - 6</b>	<b>Points Awarded</b>
<b>Abstract</b>	Abstract missing	Vague abstract	Clear, but not concise abstract	Clear, concise abstract that encapsulates project	
<b>Introduction</b>	No description of preparation, research; no clearly defined outcomes	Vague mention of preparation, research, and explanation of outcome	Description of preparation, research, and explanation of outcome but disorganized or unclear	Clear, concise description of preparation, research very clearly defined outcomes.	
<b>Innovation, Creativity, and Uniqueness</b>	Shows no innovation or uniqueness	Somewhat meets expectations in innovation, creativity, and uniqueness	Meets expectations but not highly innovative, creative, or unique	Very innovative, creative, and unique with a new and exciting Approach	
<b>Best Practices</b>	No evidence of incorporation of best practices	Could show improvement in connecting proposal to best practices	Meets expectations but could better incorporate best practice model(s)	Excellent incorporation of best practice model(s) that supports UNG's mission	
<b>Dissemination/ Implementation Plan</b>	No plan to disseminate conclusions or implement new process or procedure	Plan is included but not clear or viable	Meets expectations but plan could be refined	Excellent dissemination or implementation plan that is clear and viable	
<b>Budget</b>	Insufficient budget with no justification	Insufficient budget with unreasonable justification	Sufficient budget with unclear justification	Sufficient and reasonable budget and justification	

**Total Points Awarded** \_\_\_\_\_

## **APPENDIX IV**

### **Acknowledgement/Approval Letter**

The following pages includes the template that should be used for the Acknowledgement/Approval letter to be submitted with the application. Letters must be signed by all applicants, applicants' department heads, and applicants' dean/division head.

Project Title: \_\_\_\_\_

Presidential Award Type: \_\_\_\_\_

Corresponding Applicant: \_\_\_\_\_

Co-applicant(s): \_\_\_\_\_

We, the listed applicant(s), with our department chair's and dean's or division head's approval, submit this signed application to acknowledge we have read the conditions of the award we are seeking, and agree to abide by the following conditions if awarded funding:

1. Use the Award Funds only as specified in the approved award and provide a written report summarizing the results of the project within 45 days of the completion of the project.
2. Repay any portion of the Award Funds not used for the specified purposes.
3. Refrain from use of the Award Funds for any purpose prohibited by law or in a manner inconsistent with University policies.
4. Use or encumber the Award Funds prior to the date indicated on the award letter. Any portion of the Award Funds not used or encumbered by that date are forfeited.
5. An Award constitutes "extraordinary and substantial university support" under the University's Intellectual Property Policy, in which the University has an interest in any intellectual property developed in connection with your proposal.
6. Complete any dissemination activities by the date indicated on the award letter. We recommend that all dissemination activities should meet the scholarship expectations described in your departmental promotion and tenure guidelines.
7. Comply with reasonable requests for information from the University about the use of Award Funds and award activities.
8. Complete – with signatures – the Travel Authorization Form prior (Domestic travel one month and International travel two months for all travel using award funds) to the trip.
9. Comply with State regulations for State-supported travel and submit travel reimbursement requests to the Office of Research and Engagement within 45 days of returning to campus. All requests for reimbursement will be reviewed to ensure they are consistent with your Approved Award Proposal.
10. All compensation is subject to personal payroll deductions.
11. The University reserves the right to change or modify the terms of the Award.
12. Department Heads and Deans/Division Heads approve of the proposed effort from their applicant(s) for this project
13. The "Corresponding Applicant" will be the individual that receives correspondence from the Office of Research and Engagement regarding the proposal and award, if funded

Project Title: \_\_\_\_\_

Signatures (please add more lines if necessary):

Corresponding Applicant

\_\_\_\_\_  
<enter name> Date Department

Co-applicant(s)

\_\_\_\_\_  
<enter name> Date Department

\_\_\_\_\_  
<enter name> Date Department

Department Head(s)

\_\_\_\_\_  
<enter name> Date Department

\_\_\_\_\_  
<enter name> Date Department

Dean(s)/Division Head(s)

\_\_\_\_\_  
<enter name> Date College/Division

\_\_\_\_\_  
<enter name> Date College/Division