PRESIDENTIAL AWARDS
APPLICATION AND AWARD MANAGEMENT GUIDELINES
2024-2025 Award Cycle

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If you need this document in another format, please contact the Office of Institutional Effectiveness and Research Administration at research@ung.edu or 678-717-3722.

Introduction

In 2013, former University of North Georgia president Dr. Bonita Jacobs established the Presidential Awards. Since then, UNG has invested over $2.7 million in faculty and staff professional development through the program. This program offers three awards--semester, summer, 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 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 2024 or the spring of 2025 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; expectations for service and other activities during the award period remain. Faculty award recipients 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 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) <u>Summer Award</u>

Awards of up to $10,000 each to support faculty in focused and meaningful research and scholarly and creative activities. Preference will be given to applications that support the mission of UNG as articulated by the mission statement. The project period for Summer Awards will be from July 1, 2024 – June 30, 2025.

As part of the Proposal Narrative, applicants must include a dissemination plan to both internal and external audiences. Funding must culminate in an activity during which the faculty member will share the results of their work and meet the scholarship expectations as described in departmental promotion and tenure guidelines.

Faculty selected for this award may engage in teaching and service during the summer sessions with prior approval of their dean, as long as the faculty member's total compensation for the summer, including teaching classes and any other external funding (e.g., grant funding), does not exceed 31% of the faculty member's contracted salary.

Prior awardees of Presidential 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.

3) <u>Innovation Award</u>

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 Awards will be from July 1, 2024 – June 30, 2025.

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. For faculty receiving an Innovation award, dissemination activities should meet scholarship expectations as described in department promotion and tenure guidelines.

Prior awardees of Presidential 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.

Eligibility

Semester 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 2023-24 academic year.
Past Semester Award recipients are <u>not eligible</u> to receive a new Semester Award for three academic years following the academic year the award was received.

Summer Award: Eligibility is limited to tenured or tenure-track UNG faculty.
Summer Award recipients who have been funded for two years in a row are <u>not eligible</u> to receive a Summer Award for one year.

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

While faculty may apply for both the Semester and Summer awards, they are only eligible to be awarded one. If a faculty member elects to apply for a Semester or Summer 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 **Thursday, January 25th, 2024, 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 Award Application Page](#)

[Presidential Summer Award Application Page](#)

[Presidential Innovation 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 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 Award Application Instructions

1) <u>Personal Details</u> – 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)

   > **Semester Award applications are submitted online: [Semester Award Application Page](#)**
   >
   > **Templates for the Budget Worksheet and Acknowledgement/Approval Letters are available on the application page.**

   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) <u>Co-Applicants</u> – 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 Department
   g) Co-Applicant's Primary College
   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 Award. Do not list ineligible UNG employees or students as Co-Applicants.

3) <u>Proposal Details</u> – the following information should be entered in the online application webpage (where indicated) for the proposed project:
   a) Proposal Title
   b) Proposal Abstract (200 words or less)

Describe your project in terms that can be understood by a broad audience, including the need for the project, the goals, and specific outcomes to be achieved, and how the project will benefit the UNG community. **<u>Applicants should not identify themselves in the abstract.</u>**

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) <u>Upload Files</u> – 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:

- Proposal Narratives must be limited to <u>10 pages</u>.
- Font type is limited to 12 pt. Times New Roman, including text in tables. Captions for pictures or graphics can be of a smaller font size, as long as the text is 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.
- A separate References or Works Cited section may be included in the narrative document and <u>will not</u> count against the 10-page limit.

In order to facilitate a double-blind review, **<u>applicants should not identify themselves in the Proposal Narrative</u>**. The Proposal Narrative should include the following sections. Each section should be clearly identified in the narrative.

- ***Purpose***
  Describe why the project is needed. Briefly describe the project's goal and intended outcomes, who will benefit from the project (intended audience), and how the project supports UNG's mission. Also, describe how the applicant(s) are qualified to accomplish the project, including any collaborations and/or partnerships.

- *Work Plan/Methodology*
  Describe, in detail, the specific, measurable objectives of the project and how they connect to the stated goal and intended outcomes. Describe the activities that will be accomplished during the project period to achieve the outcomes and objectives. Provide a timeline of activities during the project period, including associated objectives/milestones.

- *Assessment/Evaluation*
  Describe how the work plan/methodology will be assessed to determine if the goal and objectives are being accomplished. This should include both a formative and summative assessment/evaluation of the project.

- *Dissemination Plan*
  Describe how the results of the project will be disseminated to the intended audience and the broader UNG community.

- *Scholarship*
  Describe how the project enhances the career goals of the applicant(s). Describe how the project's results will result in or inform future projects and/or continued research (e.g., external grant proposals, future publications). Describe how the project, including the dissemination activities, meets the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.

- *Budget Justification*
  Provide a justification for each item in the project's budget worksheet. A description of how amounts were derived/calculated should be included, where applicable. Calculations should be based on actual prices and/or rates when available (e.g., UNG rates for mileage, GSA per diem rates, quotes for equipment/supplies). Please refer to the Budget Worksheet section and page 27 of these guidelines for specific instructions and allowability of budget items.

  - Any software or IT-related equipment should include, to the greatest extent possible, a detailed description of the following information:
    - Software:
      - What function does the software perform?
      - Who are the intended users, Faculty/Staff or Student?
      - Is it installed on a desktop computer, a server here at UNG, or in the cloud?
      - Will this software interact with or process student/employee record information/data?
      - What kind of info/data will the system process, including any confidential information (e.g., names, addresses, Social Security Number, FERPA data, bank/credit card info, health info)?

- Hardware:
  - How will the hardware be used?
  - Does it require a network connection? Wired or wireless only?
  - Will the device be used onsite only or a combination of on/offsite?
  - What data will be stored on the device?
  - Are there any special requirements to operate this hardware?

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 I of this document.

The total budgeted amount for the Semester 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 III of this document), and the document should be uploaded as an .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. Digital signatures are allowable.

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

Summer Award Application Instructions

1) Personal Details – the following information should be entered in the online application page (where indicated) for the Corresponding Applicant:

   > **Summer Award applications are submitted online: Summer Award Application Page**
   >
   > **Templates for the Budget Worksheet and Acknowledgement/Approval Letters are available on the application page.**

   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 page (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 Department
   g) Co-Applicant's Primary College
   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 Summer 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 page (where indicated) for the proposed project:

   a) Proposal Title
   b) Proposal Abstract (200 words or less)
      Describe your project in terms that can be understood by a broad audience, including the need for the project, the goals, and specific outcomes to be achieved, and how the project

will benefit the UNG community. **Applicants should not identify themselves in the abstract.**

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.

4) Upload Files – the following documents should be uploaded (where indicated) to the online application:

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

- Proposal Narratives must be limited to <u>10 pages</u>.
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- 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.
- A separate References or Works Cited section may be included in the narrative document and <u>will not</u> count against the 10-page limit.

In order to facilitate a double-blind review, **applicants should not identify themselves in the Proposal Narrative**. The Proposal Narrative should include the following sections. Each section should be clearly identified in the narrative.

- *Purpose*
  Describe why the project is needed. Briefly describe the project's goal and intended outcomes, who will benefit from the project (intended audience), and how the project supports UNG's mission. Also, describe how the applicant(s) are qualified to accomplish the project, including any collaborations and/or partnerships.

- *Work Plan/Methodology*
  Describe, in detail, the specific, measurable objectives of the project and how they connect to the stated goal and intended outcomes. Describe the activities that will

be accomplished during the project period to achieve the outcomes and objectives. Provide a timeline of activities during the project period, including associated objectives/milestones.

- *Assessment/Evaluation*
  Describe how the work plan/methodology will be assessed to determine if the goal and objectives are being accomplished. This should include both a formative and summative assessment/evaluation of the project.

- *Dissemination Plan*
  Describe how the results of the project will be disseminated to the intended audience and the broader UNG community.

- *Scholarship*
  Describe how the project enhances the career goals of the applicant(s). Describe how the project's results will result in or inform future projects and/or continued research (e.g., external grant proposals, future publications). Describe how the project, including the dissemination activities, meets the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.

- *Budget Justification*
  Provide a justification for each item in the project's budget worksheet. A description of how amounts were derived/calculated should be included, where applicable. Calculations should be based on actual prices and/or rates when available (e.g. UNG rates for mileage, GSA per diem rates, quotes for equipment/supplies). Please refer to the Budget Worksheet section and page 27 of these guidelines for specific instructions and allowability of budget items.

  o Any software or IT-related equipment should include, to the greatest extent possible, a detailed description of the following information:
    ▪ Software:
      - What function does the software perform?
      - Who are the intended users, Faculty/Staff or Student?
      - Is it installed on a desktop computer, a server here at UNG, or in the cloud?
      - Will this software interact with or process student/employee record information/data?
      - What kind of info/data will the system process, including any confidential information (e.g., names, addresses, Social Security Number, FERPA data, bank/credit card info, health info)?
    ▪ Hardware:
      - How will the hardware be used?
      - Does it require a network connection? Wired or wireless

only?
- Will the device be used onsite only or a combination of on/offsite?
- What data will be stored on the device?
- Are there any special requirements to operate this hardware?

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 I of this document.

   The total budgeted amount for the Summer Award cannot exceed $10,000. The Budget Worksheet should only include expenses to be paid by the award. Applications submitted with a budget that exceeds $10,000 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 a Summer 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.

Summer Teaching - Faculty awarded a summer award may, with the permission of their dean, teach during the same summer as the award is being performed. Please note that the total of all compensation must conform to UNG rules.

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 III of this document), and the document should be uploaded as an .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. Digital signatures are allowable.

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

Innovation Award Application Instructions

1) Personal Details – the following information should be entered in the online application page (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
   f) Corresponding Applicant's Primary College or Unit
   g) Corresponding Applicant's Primary Department
   h) Corresponding Applicant's Primary Campus
   i) Corresponding Applicant's Area of Specialization

> **Innovation Award applications are submitted online: Innovation Award Application Page**
>
> **Templates for the Budget Worksheet and Acknowledgement/Approval Letters are available on the application page.**

2) Co-Applicants – the following information should be entered in the online application page (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
   f) Co-Applicant's Primary Department
   g) Co-Applicant's Primary College or Unit
   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 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 page (where indicated) for the proposed project:
   a) Proposal Title
   b) Proposal Abstract (200 words or less)
      Describe your project in terms that can be understood by a broad audience, including the

need for the project, the goals, and specific outcomes to be achieved, and how the project will benefit the UNG community. **Applicants should not identify themselves in the abstract.**

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.

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:

- Proposal Narratives must be limited to <u>8 pages</u>.
- Font type is limited to 12 pt. Times New Roman, including text in tables. Captions for pictures or graphics can be of a smaller font size, as long as the text is 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.
- A separate References or Works Cited section may be included in the narrative document and <u>will not</u> count against the 8-page limit.

In order to facilitate a double-blind review, **applicants should not identify themselves in the Proposal Narrative**. The Proposal Narrative should include the following sections. Each section should be clearly identified in the narrative.

- ***Purpose***
  Describe why the project is needed. Briefly describe the project's goal and intended outcomes, who will benefit from the project (intended audience), and how the project supports UNG's mission. Also, describe how the applicant(s) are qualified to accomplish the project, including any collaborations and/or partnerships.

- ***Work Plan/Methodology***
  Describe, in detail, the specific, measurable objectives of the project and how they

connect to the stated goal and intended outcomes. Describe the activities that will be accomplished during the project period to achieve the outcomes and objectives. Provide a timeline of activities during the project period, including associated objectives/milestones.

- *Assessment/Evaluation*
  Describe how the work plan/methodology will be assessed to determine if the goal and objectives are being accomplished. This should include both a formative and summative assessment/evaluation of the project.

- *Dissemination Plan*
  Describe how the results of the project will be disseminated to the intended audience and the broader UNG community.

- *Budget Justification*
  Provide a justification for each item in the project's budget worksheet. A description of how amounts were derived/calculated should be included, where applicable. Calculations should be based on actual prices and/or rates when available (e.g., UNG rates for mileage, GSA per diem rates, quotes for equipment/supplies). Please refer to the Budget Worksheet section and page 27 of these guidelines for specific instructions and allowability of budget items.

  - Any software or IT-related equipment should include, to the greatest extent possible, a detailed description of the following information:
    - Software:
      - What function does the software perform?
      - Who are the intended users, Faculty/Staff or Student?
      - Is it installed on a desktop computer, a server here at UNG, or in the cloud?
      - Will this software interact with or process student/employee record information/data?
      - What kind of info/data will the system process, including any confidential information (e.g., names, addresses, Social Security Number, FERPA data, bank/credit card info, health info)?
    - Hardware:
      - How will the hardware be used?
      - Does it require a network connection? Wired or wireless only?
      - Will the device be used onsite only or a combination of on/offsite?
      - What data will be stored on the device?
      - Are there any special requirements to operate this hardware?

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 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. *Full time staff and faculty with 12-month appointments cannot receive extra compensation from a Presidential Innovation Award.* 10-month faculty must enter their compensation for an Innovation 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 <u>allowable food cost</u>: Food purchased to test the effect of carbohydrates on blood sugar
    - Example of an <u>unallowable food cost</u>: 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. <u>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</u>.

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 III 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. Digital signatures are allowable.

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 Institutional Effectiveness and Research Administration (IERA) will oversee the application and review process. IERA 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 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 assessed using rubrics provided to the committees. Assessment rubrics are included in Appendix II 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. Reviewers of Presidential Award applications will be sent review requests through the online application system. Using the assessment 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 help determine funding recommendations for each award.

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 Institutional Effectiveness and Research Administration 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 notifications and announcements will be made in April.

Award Management

Funding for all awards, provided by the Office of the President, will be administered by the Office of Institutional Effectiveness and Research Administration (IERA). IERA will conduct "kick-off" meetings with awardees to provide important information regarding management of their award and expending award funds. Awardees will be required to attend these meetings before any expenditures of award funds are approved.

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 IERA, 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 Award funds are state dollars and must be spent according to the state policy on allowable expenses. **Awarded funds can only be expended during the approved award period. Any expenses made before the approved award period <u>will not</u> be covered by Presidential Award funding and any payment will be the responsibility of the individual and/or individual's department.**

Awardees must adhere to the original approved budget. IERA must approve any desired changes to a budget. Upon request, IERA 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 Award funds:

- Faculty/Staff Compensation
  - All compensation must be processed through the UNG payroll department. All compensation from a Presidential 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 Awards will be completed through the faculty member's department head and IERA
  - All other compensation will be completed through the submission of a Personnel Action Form (PAF) to IERA
- 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.
  - o Both forms are located in the Purchasing Department's myUNG page on the right-hand side under the "Other Forms" heading
  - o These forms may be emailed.
  - o An invoice is required from the guest after the event takes place. A copy of both forms must accompany the invoice.
  - o The invoice and a copy of both forms must accompany check requests for honorariums, called "Professional Fee (One-time fee)" on the PSA
  - o 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
  - o 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 IERA.
  - o IERA will review and approve the purchase and provide your Department's P-Card Holder with the account chart string to charge the items.
  - o Orders are shipped directly to awardees.
- Check Requests to Vendors
  - o Vendors must be state-approved vendors.
  - o Vendors should submit invoices to Awardees.
    - Sales tax should NOT be included in invoices.
  - o Awardees should complete a check request form with the vendor's information, attach the invoice, and submit both to IERA.
  - o IERA will review and approve the purchase, list the account to charge the purchase to, and submit for payment directly to vendor.
- Travel
  - o Must adhere to institutional policies and guidelines. Information regarding travel policies is located at https://my.ung.edu/departments/Comptroller/Pages/Travel.aspx
  - o Travel Authorization Forms must be signed by superior and submitted to IERA prior to trip taking place.
  - o Travel Expense Statements must be signed and submitted to IERA 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 Institutional Effectiveness and Research Administration 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 within 45 days after the end of the award period.

Contact Information

For questions regarding the Presidential Awards, please contact the Office of Institutional Effectiveness and Research Administration at research@ung.edu.

APPENDIX I

Budget Worksheet Examples

The following pages contain examples of budget worksheets for each Presidential 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 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 Award Budget   **$12,000**

Presidential Summer Award Budget Worksheet

Budgets cannot exceed $10,000. All costs must follow UNG guidelines on allowable expenses.

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

Project Title: Sample Summer Budget

Personal Services (UNG employees and students only)

Compensation

Summer Faculty	$5,000	
UNG Graduate Assistants	$0	
UNG Undergraduate Assistants	$0	
Casual Labor	$0	
Compensation Total		$5,000

Fringe Benefits (COMPUTED)

Summer Faculty	$1,382	
UNG Graduate Assistants	$0	
UNG Undergraduate Assistants	$0	
Casual Labor	$0	
Fringe Benefits (COMPUTED) Total	$1,382	

Personal Services Total   **$6,482**

Travel

Domestic	$1,800	
International	$0	

Travel Total   **$1,800**

Operating Supplies and Expenses

Supplies and Materials	$518	
Publications & Printing	$1,000	
Memberships & Subscriptions	$0	
Conference Registrations	$200	
Other	$0	

Operating Total   **$1,718**

Equipment

At or above $5,000/unit	$0	

Equipment Total   **$0**

Summary (Computed)

Personal Services	$6,482	
Travel	$1,800	
Operating Supplies and Expenses	$1,718	
Equipment	$0	

Total Summer Award Budget   **$10,000**

Presidential Award for Innovation 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

Equipment Total — **$0**

Summary (Computed)

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

Total Innovation Award Budget — **$5,000**

APPENDIX II

Assessment Rubrics

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

Assessment Rubric for Presidential Award Proposals:
Semester and Summer Awards
Office of Institutional Effectiveness and Research Administration
University of North Georgia

	Missing or Unacceptable (0-1 points)	Developing (2-4 points)	Accomplished (5-7 points)	Exemplary (8-10 points)
Purpose	Purpose is missing or does not contain sufficient detail to provide an understanding of the project being proposed.	More than one section of the purpose is missing or under-developed.	Purpose is clearly articulated, but one section may be incomplete or under-developed.	Provides a clear, concise purpose statement that (1) describes the goals and outcomes of the project, (2) the intended audience, (3) alignment with UNG's mission, and (4) the applicant's qualifications to complete the project.
Work plan/Methodology	Work plan/methodology section is missing, proposed methodology is not realistic given the scope or time-frame of the project. Objectives are missing. No clear link between the purpose, objectives, and outcomes of the project.	Work plan/methodology is vague or poorly developed. Most objectives are not specific, measurable, achievable, relevant or time-bound. Plan may not be realistic. Loose link between the purpose, objectives, and outcomes of the project.	Work plan/methodology is well developed. Some objectives may not be specific, measurable, achievable, relevant or time-bound. Work plan is realistic given the time-frame of the project. Clear link between the purpose, objectives, and outcomes of the project.	Provides a detailed work plan for accomplishing the project's goals and outcomes. This should include objectives that are specific, measurable, achievable, relevant and time-bound. The work plan is realistic given the scope and time-frame of the project.
Assessment/Evaluation	Assessment/evaluation plan is missing or does not provide a clear description of both formative and summative assessment components.	Assessment/evaluation plan is vague or under-developed. Formative or summative assessment activities are missing.	Assessment/evaluation plan provides a plan for assessing if the project's goals and outcomes; formative or summative evaluation is	Provides a detailed plan for assessing if the project's goals and outcomes are being accomplished. Section includes fully developed

			vague or needs further development.	formative and summative evaluations.
Dissemination Plan	Dissemination plan is missing or does not contain any detail.	Dissemination plan is vague or under-developed. Plan to disseminate results to internal or external audiences is missing. Timeline does not align with project activities.	Plan provides a description of how results will be disseminated within the UNG community and to external audiences, but plans are vague or need additional development. Dissemination plan timeline is not clear.	Plan provides a detailed description of how the project's results will be disseminated within the UNG community and to external audiences. Dissemination plan includes a reasonable timeline for sharing results.
Scholarship	Links between project and scholarship/career goals is missing or does not contain sufficient detail to make the connection between the applicant's career goals and the current project.	Links between project and scholarship/career goals is vague or does not address two or more components.	Links between project and scholarship/career goals is clearly articulated, but one section may be incomplete or under-developed.	Description clearly addresses how the project enhances the career goals of the applicant, including (1) future projects, (2) external funding proposals, (3) publications, and (4) the impact on promotion and tenure (if applicable).
Budget Justification	Budget justification is missing or the connection between budgeted items and project goals is not well articulated. Budget is too general and does not address specific costs associated with the project's activities. Budget exceeds limits established for the project proposals.	Budget justification is weak or the connection between budgeted items and project goals is vague or does not address two or more components. Budget items include unallowable expenses.	Budget justification is present and the connection between budgeted items and project goals is clearly articulated, but one section may be incomplete or under-developed. Budget is within limits established for the program and is comprised of allowable costs.	Budget justification provides a clear description of resources needed to complete the project, including a (1) description of how the amounts were arrived at, (2) how the items relate to accomplishment of the project's goals and outcomes, and (3) a timeline for expending the funds. Budget is within limits established for the program. Budget items are comprised of allowable costs.

Assessment Rubric for Presidential Award Proposals:
Innovation Awards
Office of Institutional Effectiveness and Research Administration
University of North Georgia

	Missing or Unacceptable (0-1 points)	Developing (2-4 points)	Accomplished (5-7 points)	Exemplary (8-10 points)
Purpose	Purpose is missing or does not contain sufficient detail to provide an understanding of the project being proposed.	More than one section of the purpose is missing or under-developed.	Purpose is clearly articulated, but one section may be incomplete or under-developed.	Provides a clear, concise purpose statement that (1) describes the goals and outcomes of the project, (2) the intended audience, (3) alignment with UNG's mission, and (4) the applicant's qualifications to complete the project.
Work plan/Methodology	Work plan/methodology section is missing, proposed methodology is not realistic given the scope or time-frame of the project. Objectives are missing. No clear link between the purpose, objectives, and outcomes of the project.	Work plan/methodology is vague or poorly developed. Most objectives are not specific, measurable, achievable, relevant or time-bound. Plan may not be realistic. Loose link between the purpose, objectives, and outcomes of the project.	Work plan/methodology is well developed. Some objectives may not be specific, measurable, achievable, relevant or time-bound. Work plan is realistic given the time-frame of the project. Clear link between the purpose, objectives, and outcomes of the project.	Provides a detailed work plan for accomplishing the project's goals and outcomes. This should include objectives that are specific, measurable, achievable, relevant and time-bound. The work plan is realistic given the scope and time-frame of the project.
Assessment/Evaluation	Assessment/evaluation plan is missing or does not provide a clear description of both	Assessment/evaluation plan is vague or under-developed. Formative or summative	Assessment/evaluation plan provides a plan for assessing if the project's goals and outcomes; formative or	Provides a detailed plan for assessing if the project's goals and outcomes are being accomplished. Section

	formative and summative assessment components.	assessment activities are missing.	summative evaluation is vague or needs further development.	includes fully developed formative and summative evaluations.
Dissemination Plan	Dissemination plan is missing or does not contain any detail.	Dissemination plan is vague or under-developed. Plan to disseminate results to internal or external audiences is missing. Timeline does not align with project activities.	Plan provides a description of how results will be disseminated within the UNG community <u>and</u> to external audiences, but plans are vague or need additional development. Dissemination plan timeline is not clear.	Plan provides a detailed description of how the project's results will be disseminated within the UNG community <u>and</u> to external audiences. Dissemination plan includes a reasonable timeline for sharing results.
Budget Justification	Budget justification is missing or the connection between budgeted items and project goals is not well articulated. Budget is too general and does not address specific costs associated with the project's activities. Budget exceeds limits established for the project proposals.	Budget justification is weak or the connection between budgeted items and project goals is vague or does not address two or more components. Budget items include unallowable expenses.	Budget justification is present and the connection between budgeted items and project goals is clearly articulated, but one section may be incomplete or under-developed. Budget is within limits established for the program and is comprised of allowable costs.	Budget justification provides a clear description of resources needed to complete the project, including a (1) description of how the amounts were arrived at, (2) how the items relate to accomplishment of the project's goals and outcomes, and (3) a timeline for expending the funds. Budget is within limits established for the program. Budget items are comprised of allowable costs.

APPENDIX III

Acknowledgement/Approval Letter

The following pages includes the template that should be used for the Acknowledgement/Approval letter to be submitted with the application. All applicants, applicants' department heads, and applicants' dean/division heads must sign the letter. A copy of this letter template in Microsoft Word and PDF will bill available on the application site for each award.

Project Title:

Presidential Award Type:

Corresponding Applicant:

Co-applicant(s):

We, the listed applicant(s), with our department head'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 Institutional Effectiveness and Research Administration 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 and have discussed expectations for other activities with the applicant(s) (such as service) during the award period.
13. The "Corresponding Applicant" will be the individual that receives correspondence from the Office of Institutional Effectiveness and Research Administration regarding the proposal and award, if funded.

Project Title:

Signatures (please add more lines if necessary):
<u>Corresponding Applicant</u>

Name: Signature_____   Date _____

<u>Co-Applicant(s)</u>

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

<u>Department Head(s)</u>

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

<u>Dean(s)/Division Head(s)</u>

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____

Name: Signature_____   Date _____