



**PRESIDENTIAL AWARDS  
APPLICATION AND AWARD MANAGEMENT GUIDELINES  
2025-2026 Award Cycle**

## Table of Contents

<b>I.</b>	<b>Introduction.....</b>	<b>1</b>
<b>II.</b>	<b>Award Categories.....</b>	<b>1</b>
<b>III.</b>	<b>Eligibility.....</b>	<b>2</b>
<b>IV.</b>	<b>Application Deadline .....</b>	<b>2</b>
<b>V.</b>	<b>Application Instructions.....</b>	<b>3</b>
<b>VI.</b>	<b>Selection Process .....</b>	<b>8</b>
<b>VII.</b>	<b>Award Management .....</b>	<b>8</b>
<b>VIII.</b>	<b>Contact Information .....</b>	<b>11</b>
<b>IX.</b>	<b>APPENDIX I .....</b>	<b>12</b>
<b>X.</b>	<b>APPENDIX II.....</b>	<b>18</b>

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

## I. INTRODUCTION

In 2013, former University of North Georgia president Dr. Bonita Jacobs established the Presidential Awards. Dr. Michael Shannon has continued this support, and UNG has invested almost \$3 million in faculty and staff professional development through these awards. This program provides 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-vision-values.php>).*

## II. AWARD CATEGORIES

Two award categories will be offered for the 2025-2026 Presidential Awards cycle:

### 1) Semester Awards

Semester Awards are limited to eligible full-time tenured and tenure-track faculty. Each Semester Award includes a buy-out of one faculty member's teaching load for either the Fall 2025 or Spring 2026 semester, and up to \$12,500 in funding to support project activities. Priority will be given to projects that pursue ongoing research, scholarly, or creative endeavors. Proposals must include concrete activities and milestones that have a high likelihood of advancing the faculty member's research, scholarship, and creative activities beyond the period of the award. Recipients of Semester Awards commit to developing a proposal for external funding within 6 months of the end of the award period. In disciplines where external funding opportunities may be limited, proposals should address how the award will enable continued scholarly and creative activities after the award period.

Applicants must specify whether they will focus on their efforts during the fall of 2025 or the spring of 2026 and must meet with their department head and dean 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](#)).

2) **Special Initiative Awards**

Special Initiative Awards provide up to \$10,000 for projects or programs that support teaching, research, creative activities, and service opportunities that are aligned with UNG’s mission and strategic initiatives, including UNG’s [Big Bets](#) and [Moonshots](#). Preference will be given to projects that will improve student engagement and success, process efficiencies, or advance collaboration across disciplines or departments. Special Initiative Awards are available to all full-time faculty and staff.

The project period for Special Initiative Awards is July 1, 2025 – June 30, 2026.

**III. ELIGIBILITY**

<b>Semester Award</b>	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 2024-25 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. Semester awards are intended to be an individual award. <u>Co-applicants are not permitted.</u>
<b>Special Initiative Award</b>	Eligibility is limited to full-time UNG faculty and staff.

**An individual can be an applicant or co-applicant on only one application per Presidential Award cycle, regardless of award category. Duplicate proposals will not be considered for funding, regardless of category or applicant/co-applicant.**

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.

**IV. APPLICATION DEADLINE**

Applications for all awards must be submitted using the [online application website](#) by **Thursday, January 23rd, 2025**. Applications submitted after this deadline will not be accepted.

## V. APPLICATION 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.

- 1) **Personal Details (Lead Applicant)** – The following information should be entered in the online application:
  - a) Prefix
  - b) First Name (will be pre-populated)
  - c) Last Name (will be pre-populated)
  - d) Email Address (will be pre-populated)
  - e) College/Unit
  - f) Department
  - g) Home Campus
  - h) Position
  - i) Tenure Status (**only required for Semester Award applicants**)
  
- 2) **Co-Applicants** – Complete the requested information for each co-applicant. **Co-applicants are only permitted for Special Initiative Awards. Applications for Semester Awards should not include co-applicants.** Co-applicants for Special Initiative Awards must meet the same eligibility criteria as the lead applicant.
  
- 3) **Project Details** – the following information should be entered in the online application site (where indicated) for the proposed project:
  - a) Award Category
  - b) Project Title
  - c) Project Abstract (1,500 characters 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.**
  - d) Human Subjects Research – Indicate whether your project will include human subjects research.
  - e) External Collaborators – Indicate whether your project will include collaborations between UNG and non-UNG participants (including international contacts).
  - f) Minors on Campus – Indicate whether your project will include participants that are non-enrolled minors on campus.
  
- 4) **File Uploads** – the following documents should be uploaded (where indicated) to the online application:
  - a) ***Project Narrative***

The Project Narrative should be uploaded as a PDF file that is compatible with Adobe, using the following formatting guidelines:

- Project Narratives must be limited to 10 pages.
- Font must be 12 pt. Times New Roman, including text in tables. Captions for pictures or graphics can be a smaller font size, as long as the text is readable at 100%.
- 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 will not count against the 10-page limit.

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

To facilitate a double-blind review, **applicants should not identify themselves or co-applicants in the Project Narrative.** The Narrative should include the following sections, 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](#), strategic initiatives, [Big Bets](#), and/or [Moonshots](#). 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. Semester award narratives should specify whether the project will take place during the Fall 2025 or Spring 2026 semester.
- *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 (Semester Award Narratives Only)*  
Describe how the project enhances the career goals of the applicant. Describe how

the project will result in or inform continued research or work through external funding or other avenues of continued scholarly and creative activities after the award period. 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 included in the 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 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 at UNG, or will it be cloud-based?
    - Will this software interact with or process student/employee record information/data?
    - Will this software interact with minors under the age of 13?
    - What kind of info/data will the system process, including any confidential information (e.g., names, addresses, SSNs, 900 number, DOB, 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?

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. The Budget Worksheet should only include expenses to be paid by the award.

The total budgeted amount for the Semester Award cannot exceed \$12,500 (this amount

is in addition to the semester course buyout for the applicant).

The total budgeted amount for a Special Initiative Award project cannot exceed \$10,000.

**Applications submitted with a budget that exceeds the maximum allowed amount are subject to be rejected without review.**

Budget Categories:

- *Personnel*

For Semester Award applications, this section should only be used if student workers are to be budgeted. Applicants should not include their semester buyout. That buyout is separate from the \$12,500 total budget allowed for Semester Awards. Additional compensation for the applicant beyond the semester buyout is not allowed.

For Special Initiative Award applications, 10-month faculty can budget summer pay up to 9% of their current contracted salary. Summer compensation from a Presidential Award will count against the total maximum compensation a faculty member can receive during the summer for all work performed (teaching, external grant work, etc.). 12-month faculty and staff cannot receive extra compensation on a Presidential Award.

Student workers should be budgeted at an hourly rate of between \$11.00-\$15.50/hour in accordance with [UNG's Student Pay Plan](#)

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.

- *Travel* – 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](#) (i.e. per diem, mileage rates).

NOTE: This section is for UNG employee and/or student travel. Travel expenses (including 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 (unless they cost \$5,000 or more per unit).

*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 items, giveaways, 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 Project Narrative. Any budget item considered unallowable per USG or UNG policy, or any budget item not properly justified in the Project 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/director, and each applicant’s dean or 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 II of this document), and the



document should be uploaded as a PDF file. Signature by each applicant's department head/director 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 that is fully signed by each applicant, each applicant's department head/director, and each applicant's dean/division head are subject to be rejected without review.

## **VI. 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 will be reviewed by committees consisting of members of UNG faculty, staff, and administration. Reviewers will evaluate applications using the Presidential Award assessment rubrics (see Appendix I of this document) and the criteria established in these guidelines. Assessment rubrics will also be made 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 the Office of the President. Awardees will then 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 (lead 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 in April, announcing the awardees.

## **VII. 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 adhere to the following cost principles: reasonableness, allocability, consistency, and allowability. All Presidential Award funds are state dollars and must be spent according to state policy on allowable expenses. **Awarded funds can only be expended during the approved award period. Any expenses made before the approved award period will not 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. Any desired changes to a budget must be approved by IERA. Upon request, IERA will send updated budget reports to awardees throughout the project period. Any unspent funds will revert to the University. Presidential Award expenditures **MUST** adhere to the following guidance:

- Faculty 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, as established by UNG Human Resources.
  - Depending on amounts, compensation to a student may affect the student’s financial aid status.
- 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 when your guest will be presenting:

- Personal Services Agreement (PSA) Form – 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 their 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 employed under 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 submitted via email.

- 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 form.
- 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 the project with cost amount and send to your department’s P-Card holder and cc IERA (research@ung.edu).
  - IERA 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
  - 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 IERA.
  - IERA will review and approve the purchase, list the account to charge the purchase to, and submit for payment directly to vendor.
- Travel
  - Expenses 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 a supervisor and submitted to IERA prior to the trip taking place.
  - Travel Expense Statements must be signed and submitted to IERA no later than 30 days upon returning to work.

### **Project Close-Out**

Upon the completion of the funded activity, awardees are required to submit a project report 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 project narrative.

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.

### **VIII. CONTACT INFORMATION**

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

## **IX. APPENDIX I**

### **Assessment Rubrics**

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

**Assessment Rubric for Presidential Award Proposals: Semester 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) identifies the intended audience, (3) aligns with UNG's mission, strategic plan, Big Bets or Moonshots, and (4) describes 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. 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	Assessment/evaluation plan is vague or under-developed. Formative or	Assessment/evaluation plan provides a plan for assessing if the project's goals and outcomes;	Provides a detailed plan for assessing if the project's goals and outcomes are being

	summative assessment components.	summative assessment activities are missing.	formative or summative evaluation is vague or needs further development.	accomplished. Section 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.
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, opportunities for external funding/continued scholarship and the current project.	Links between current project, opportunities for external funding/continued scholarship, and career goals are vague or does not address two or more components.	Links between current project, opportunities for external funding/continued scholarship, and career goals are clearly articulated, but one section may be incomplete or under-developed.	Section clearly addresses how the project enhances the career goals of the applicant, including (1) future projects, (2) external funding proposals or continued scholarly activities, (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	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 justification clearly describes resources needed to complete the project: (1) description of how the amounts were arrived at, (2) how the items relate to accomplishment of the

	project's activities. Budget exceeds limits established for the project proposals.		Budget is within limits established for the program and is comprised of allowable costs.	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:  
Special Initiative 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) identifies the intended audience, (3) aligns with UNG's mission, strategic plan, Big Bets or Moonshots, and (4) describes 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	Assessment/evaluation plan is vague or under-developed. Formative or	Assessment/evaluation plan provides a plan for assessing if the project's	Provides a detailed plan for assessing if the project's goals and

	of both formative and summative assessment components.	summative assessment activities are missing.	goals and outcomes; formative or summative evaluation is vague or needs further development.	outcomes are being accomplished. Section 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.

## **X. APPENDIX II**

### **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 both Microsoft Word and PDF will be made available to download on the application site.

Project Title:

Presidential Award Category:

Lead 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 project.
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 Project.
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 lead applicant will be the individual that receives correspondence from the Office of Institutional Effectiveness and Research Administration regarding the application and award, if funded.

Project Title:

Signatures (please add more lines if necessary):

Lead Applicant

Name:	Signature_____	Date_____
-------	----------------	-----------

Co-Applicant(s)

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Department Head(s)

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Dean(s)/Division Head(s)

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------

Name:	Signature_____	Date_____
-------	----------------	-----------