February 20, 2006

Title: Piedmont Technical College Foundation Innovations Fund Grants Program

I. Purpose

This directive describes application and management procedures for Piedmont Technical College Foundation Innovations Fund Grants.

II. Policy

It is the policy of Piedmont Technical College to support faculty and staff members seeking to improve the quality of the services and programs of the college. Piedmont Technical College Foundation Innovations Fund provides support for innovative projects in the institution.

III. Annual Award Process and Innovative Project Definition

The Piedmont Technical College Foundation reviews requests for funds to support projects submitted by faculty and staff as Foundation Innovations Fund Grants. The Foundation, in cooperation with the Institutional Officers, reviews proposals and makes recommendations to the President of the college who makes the final decision. Innovative projects, within the context of the Foundation Innovations Fund Grants, will be taken to include development and implementation of any new approach in curriculum or instructional design which promises improvement in an educational program. Likewise, development and implementation of any new approach which may improve other services, and programs will be considered for funding through Foundation Innovations Fund Grants. Such projects may be totally new to the world of education, new to the institution, or new only to the department in which they are proposed for introduction. The salient point is that innovative projects will include development and implementation of project objectives. It is to be understood that Innovations Fund awards are made for projects for which no regular institutional money is available. Projects may "seed" efforts for additional funding from other sources.

Innovations Fund Grants will support:

A. Release time or add-on time projects including research and/or development in instruction, student services, or other program development to be conducted during a regular contractual year or during the summer semester in place of or in addition to regular responsibilities.

B. Part-time instructional or other staff personnel to fulfill the Grant Administrator's schedule during released time or in direct support of project objectives, including clerical support.

C. Purchase of supplies, limited equipment and materials in direct support of project objectives.

Office of Responsibility: President

D. Consultation or limited professional development and directly related to accomplishment of project objectives. Consultation must provide assistance only, and at no time may professional development be a primary project objective.

E. Travel and *perdiem* in direct support of project objectives.

IV. Responsibilities

A. Foundation Staff
   1. Discusses project with person requesting grant.
   2. Consults with institutional grants officer to review potential for Innovations Fund Grants serving as fiscal stimulus (seed) for external support or as a supplement to an existing externally funded project.
   3. Submits proposal to appropriate institutional officer in approved format on a timely basis. (Attachment A)
   4. Maintains accurate record of all expenditures including receipts.

B. Institutional Officer
   1. Meets with faculty or staff member to determine project feasibility prior to preparation of proposal.
   2. Receives and reviews all Innovations Fund proposals and presents them to the President for approval.
   3. Communicates the President's decision to faculty or staff member submitting the proposal and foundation staff.
   4. Maintains file on all projects funded under the Innovations Fund Grants.
   5. Conducts post-project interview with the person awarded the grant to review final reports, facilitate dissemination or replication of projects and discuss copyright clearance and arrangements.
   6. Manages project budgets and approves expenses and sends to the Foundation Staff for payment.

V. Procedures

A. Proposal Format
   1. Title: Title under which the project will be identified.
   2. Participant(s): Name of person(s) submitting the proposal.
   3. Abstract: Overview of the proposed project
   4. Statement of Problem/Need: A statement of the problem to be solved, the need to be met or the hypothesis to be tested by the project, including any background or history relevant to the proposal. Point out relationship to any other projects currently in progress on campus.
   5. Objectives: Statements of objectives is the form of specific outcomes. These should be measurable and time constrained. Expected date of accomplishment must be noted.
   6. Procedure: Steps to be followed in accomplishing the project.
   7. Budget: An estimation of financial needs for completion of the project.
   8. Evaluation: Description of the procedures to be used to measure the effectiveness of the materials developed and implemented.

9. Dissemination and Replicability Statement: A brief discussion on how the project results may be made useful to other sectors of the institution or may be disseminated or replicated beyond the institution.

VI. **<u>Final Report</u>**
A. The final report should include these items:
1. Cover page including:
   a. Project Title
   b. Date Submitted
   c. Person awarded grant
   d. Report
2. All materials prepared in the course of the project accompanied by the following statement: "I hereby declare this material prepared under the Educational and Institutional Grants Program (Title) does not infringe on any existing copyright or patent." (signature of person awarded grant).
3. The evaluation of the project as carried out according to the plan submitted in the proposal specifying techniques used and outcomes measured.
4. A detailed budget report.

<u>Original on file</u>   February 20, 2006
Approved for Publication   Date

PROPOSAL FORM

**Piedmont Technical College
Foundation Innovations Fund**

Date: _____

Person Requesting Grant: _____

Social Security Number: _____

Division: _____ Department: _____

Proposed Time Frame: _____

Total Amount Requested: _____

Total Other Funds: _____

Total: _____

Program Category (Please check appropriate descriptor):

___ Curriculum and Instructional Improvement

___ Student Services Improvement   ___ Support Services Improvement

___ Community Services Improvement   ___ Organizational Improvement

Attach information to include: title of project, abstract, Statement of problem/need, objectives, procedure, budget, evaluation, and dissemination and replicability statement.

Action: _____   _____
          Date   Signature - Institutional Officer

_____ Recommended   _____
                                Signature - President
_____ Not Recommended