



# Awards for Excellence Proposal

## COVER SHEET

### Applicant Contact Information:

<b>Applicant's Name</b>	
<b>Title/Position</b>	
<b>Institution</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Phone</b>	
<b>E-Mail</b>	

### Project Information:

<b>Project Title</b>	
<b>Total Amount Requested</b>	

### Certification Signatures:

Based on the criteria for eligibility in the Northwest Technical College Award for Excellence Guidelines, I am eligible to apply. I understand and agree that a written final report, including how the objectives and/or goals have been achieved, is due as stated in the Guidelines. I will provide a copy of my report to the College Award for Excellence Committee, to the college Chief Academic Officer, and to the Shared Governance Committee. I understand that unless there exists a law characterizing some portion of the information submitted as private, proposals will be treated as public information on submission in accordance with the Data Practices Act.

\_\_\_\_\_ Date \_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Approving Administrator Signature

COMMITTEE ACTION:		
<b>Date:</b>	<b>Approve:</b>	<b>Disapprove:</b>
<b>Rationale for action:</b>		

# PROPOSAL FORM

Please **COMPLETE** all sections of the Proposal form. The textboxes are not intended to define the amount of text you enter; they will expand as you type. See the attached Awards for Excellence Proposal Instructions sheet for information on what to include for each section. **SUBMIT** your completed proposal, including the completed Cover Sheet, to the Dean's Office.

AWARDS FOR EXCELLENCE PROPOSAL	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Project Description</b>	
<b>Rationale Evidence</b>	
<b>Anticipated Difficulties</b>	
<b>Timeline of Activities</b>	
<b>Outcomes</b>	
<b>Evaluation Plan</b>	
<b>Dissemination</b>	
<b>Budget</b>	

## Awards for Excellence Proposal Instructions

### **Purpose:**

Awards for Excellence proposals are expected to support excellence in student learning through new personal performance objectives, or by means of projects that ensure the college and system principles of excellence. Proposals are welcome from all instructional program areas. Proposals are encouraged from individuals or from faculty teams representing programs, departments; they may also involve faculty from other institutions. Projects should propose significant development in a faculty member's professional and content expertise, or in courses, assessments, curricula, program requirements, or in other teaching and learning or service areas to promote excellent and lasting learning at the classroom, program, departmental, college, or system level.

Proposals must include the following three characteristics:

- 1. The proposal must involve work that is above and beyond the normal requirements of the individuals' positions.**
- 2. Successful achievement of the objectives or outcomes will promote excellence in student learning.**
- 3. The proposal must clearly identify the methods to be used for assessing outcomes.**

### **Eligibility:**

All full- and part-time faculty members are eligible. Individual faculty members pursuing teaching innovation projects are encourage to include at least one other faculty or staff member in some capacity; for example, as an outside peer reviewer for the project, a consultant on instructional design, or an administrative partner to overcome barriers.

### **Funding:**

Awards will be limited to \$5,000, to be paid as salary compensation only after the college president and Awards for Excellence Committee have accepted and approved the faculty member's report of outcomes. If the proposal assumes or is dependent upon additional resources or equipment, the kinds, amounts, and sources of these additional resources or funds must be identified in the application.

The most current documentation is electronic, therefore please discard printed copy after 24 hours.		Print Date: 02/26/07 2:35 PM
Document Number:4020-4-03	Rev.	Page 3 of 5
Title: Awards for Excellence Proposal Form		Level # 4
		Implementation Date: 11-06

The following describes what should be included in each section of your completed proposal. Submit on form 4020-4-03.

	Proposal should address:
<b>Project Description</b>	<p>What issue or problem is being addressed?          What are your goals and methods?          What activities will address your goals?          How is the project innovative for your own development, your program or the college?          Who will be involved: how many faculty, learners, etc?</p>
<b>Rationale/Evidence</b>	<p>Why is the project important? How do you know it is important, what is your evidence (ie, how has the issue or problem been documented and how will success be measured)?          What are the conditions or contexts in which the project will be taking place?          How is the project linked to college and/or MnSCU priorities and initiatives?          How will the innovation or change be sustained after the project funding has ended?</p>
<b>Anticipated difficulties</b>	<p>What kinds of hurdles or limitations do you expect to encounter?          How would you address them?</p>
<b>Timeline of Activities</b>	<p>When are activities planned?          How can you assure the project will be completed within the proposed timeframe?</p>
<b>Outcomes</b>	<p>What specific outcomes do you want to achieve?          How will you planned activities achieve these outcomes?          How will your plan promote excellence in student learning?          *Each outcome must be matched to an assessment in your evaluation plan.</p>
<b>Evaluation plan</b>	<p>How will you know that you have achieved your outcomes?          What kind of evidence will you gather?          What kinds of assessments will you use?          Is there an assessment match to each outcome?          What is the impact on campus or the surrounding community?</p>
<b>Dissemination</b>	<p>With whom will you share this information?          How will the project be shared with others?</p>
<b>Budget</b>	<p>How much money will the entire project require?          What resources, equipment, or other funding are you requesting from other sources?          How did you arrive at this budget?</p>

**Budget Narrative and Budget Summary:**

Please use the table below to organize your proposal's budget information, or create your own grid using the categories below.

**Budget Summary**

<b>Budget Category</b>	<b>Brief Description</b>	<b>Salary Request</b>	<b>Matching Funds</b>	<b>Total Budget</b>
Project Manager(s): Names:				
Other Faculty Stipends Name(s):				
Travel		Not Eligible for AE funds		
Student Stipends				
Equipment		Not eligible for AE funds		
Materials/Supplies		Not eligible for AE funds		
Other				
Total				

\*You must identify the source of any matching funds

Upon approval of the project, the faculty member must register, report, and track the progress of the project with MnSCU at the following site: <http://www.ctl.mnscu.edu/grants/cfae/index.php>