Harper College
EDUCATIONAL FOUNDATION

RESOURCE FOR EXCELLENCE GRANT GUIDELINES
REQUIRED READING BEFORE COMPLETING APPLICATION FORM

Policy Statement

The Harper College Educational Foundation encourages innovation and creativity among faculty and staff soliciting financial support for projects that support the strategic plan of Harper College.

Program Philosophy and Priorities

Funding will only be given to those project aligned with the strategic plan, presidential goals or IEMs.

Project innovation and creativity must be present in proposals and illustrated through invention, use of resources in creative ways, creating services and impact to student outcomes and/or success.
- o Typical budget allowances include line items that will support program invention and improvement, such as equipment, supplies, assessments, evaluation, etc.

If students are a part of any research, it must be approved by the IRB before funds will be released.

Funding limitations

The Resource for Excellence (RFE) Grants should be considered as one of many possible funding vehicles.

RFE funds typically do not support:
Salaries or stipends for staff
Scholarship funds for students
Professional development fees to attend workshops or conferences
Gift cards for students, survey attendees, conference presenters or guests

Other Important Considerations

- If a project idea involves multiple each department leader should sign-off on the proposal in order to illustrate its inclusion in and support of the project design.

- A weighted evaluation tool in the application package illustrates the criteria that evaluators will use to score each proposal.

Funding Time Periods

The Foundation will support projects that are a one-time event or for up to three years in duration. Three-year grants must apply and compete each year. There is no guarantee of continued funding beyond one year.

Grant committee recommendations will be announced by April 20, 2018. Once the Foundation's Board of Directors approves the recommendation, official notification of grant award will be sent by June 8, 2018. Funds will be made available on July 1, 2018 and must be fully expended by June 30, 2019.

Unused funds cannot be rolled over to subsequent years. Budget modifications require Dean and Executive Council member approval before a requested to the Foundation. The Foundation must approve modifications before spending occurs.

Application Process

- Principal Investigator (PI) discusses intended project with Division Dean or Director and obtains approval to move forward.
- PI discusses with Strategic Goal Team leader and obtains approval to move forward.
- PI discusses with Executive Council member and obtains approval to move forward.
- PI completes the "Resource for Excellence Grant" application grant request, obtains necessary signatures, and submits to the Director of Grants at (agrippe@harpercollege.edu).
- The Director of Grants shares all submitted proposals with the Executive Council member, Chief Information Office and Institutional Research to gain final approval.
- One evaluation committee, comprised of the Foundation's RFE Committee (comprising Foundation board members), and other staff will review and rank proposals using an evaluation tool for scoring. The weighted rubric is included with this application package.
- The evaluation committee will request a brief (5 minute) informal presentation by the PI and then recommend approval or decline funding for each proposal.
- The Executive Council will be informed of the committee's recommendation, and the Foundation Executive Director will send notices of approval or denial to each PI, copying area administrator(s).

Reporting Requirements

PIs will complete and submit a **6month** and **final written report** (from one paragraph to no more than 2 pages of outcomes) by **February 1, 2019 and September 1, 2019**. A copy of the report is to be submitted to the Foundation's *Resource for Excellence Grant* Committee (attention: Director of Grants.) <u>Failure to meet reporting requirements will affect future funding considerations</u>. Previous RFE grantees who did not complete the reporting requirements will not be considered for funding.

Timetable

Application to the Resource for Excellence Grant program is open once a year. Submission needs to include prior review and approval by the PI's administrative leader. (The proposal should be connected, however strongly, to one of the College's Strategic Goals. Please see weighted evaluation tool included with application package.)

Applications, with all required signatures of endorsement, are due electronically to the Foundation care of Kristyn Meyer (kmeyer@harpercollege.edu) by 4:30 p.m. on March 2, 2018. Applicants are responsible for obtaining all required signatures before the deadline.

Committee recommendations will not be finalized or official until approved by the Board of Directors in June.