

The Lakeland Foundation
Project Review Committee Proposal Guidelines for
Review of Faculty Challenge Grant Proposals

1. Excellence in Teaching Award

Request for funds shall be submitted annually and should include the Process Criteria for the award.

2. Faculty Challenge Grant Review and Application Process

The Faculty Challenge Grants proposal is a *program that was established to assist faculty in their creativity and innovation by providing financial awards for initiatives designed to improve teaching effectiveness, enhance professional development, improve program quality, and improve institutional effectiveness.*

- The Excellence in Teaching & Professional Development Committee will review faculty proposals and provide summary feedback on the strengths and challenges of each grant request to The Lakeland Foundation's Executive Director.
- All proposals forwarded to the Foundation must be submitted using the most current "Faculty Challenge Grant Application" form or the "Thomas W. Mastin Fund Application" (found as Word documents in H:/Administration/Foundation/Faculty Challenge Grant documents). The proposals will include the following items:
 - Project title or name -- should be specific and descriptive of Project
 - Department
 - Project Manager/Contact
 - Purpose of the project – goals and objectives
 - Description of how this project will fulfill one of the three aims of the Faculty Enhancement Program as outlined in the Case Statement of the Major Gift Campaign. These are Faculty Challenge Grants, Visiting Scholar Programs, and Technology Support Programs.
 - Materials to be submitted by applicants (if any)
 - Evaluation criteria and guidelines.
 - Selection Committee & Process
 - Impact/Results measurement
 - Amount to be awarded per individual and purpose.

3. Review/Approval time frame each year

- The Lakeland Foundation's Projects Review Committee will solicit and award grants twice annually (in fall and spring) with input from Lakeland's Excellence in Teaching Committee. The Projects Review Committee may elect to make awards once annually, and will make this decision in consultation with the Excellence in Teaching & Professional Development Committee.
- It is the intention of the Projects Review Committee to announce its decisions each academic year at the end of November for the fall awards cycle and at the end of March for the spring awards cycle. A call for submissions for each cycle will be announced approximately four to six weeks in advance, and will include a specific timeline for with deadline dates and other benchmarks within each cycle.

4. Final Reports

Project reports shall be submitted to the Foundation's Executive Director **no later than three (3) weeks after the project's end date** and will be forwarded to the Projects Review Committee members.