



## EMPLOYEE INNOVATION GRANTS (EIG)

The Center for Innovation supports creative excellence and celebrates ideas that inspire change, transformation and professional development for all SLCC employees. Employee Innovation Grants (EIGs) support meaningful and well-charted professional development projects for which funding might not otherwise be available.

### Objectives

- **Promote Innovation & Knowledge Sharing:** EIGrants reward innovative thinking, projects, programs and employees who are willing to share their knowledge and expertise with the intention that the broader College community will benefit.
- **Enhance Individual Professional Development:** EIGrants increase and refine the skills and abilities most directly related to the professional development goals of the employee's current College position. Proposals benefitting a group of employees are encouraged.
- **Improve Program Quality:** EIGrants improve program vitality and address the rapidly changing, diverse College environment.
- **Increase Effectiveness:** EIGrants encourage employee effectiveness and productivity in meeting the changing needs and roles in higher education.

### Guidelines

Eligible Applicants	All Full-time SLCC Employees
Call for Proposals	Friday, September 18, 2015
Application Deadline	Tuesday, October 20, 2015
Applications Reviewed	October 26 – 30, 2015
Grant Awards Announced	Monday, November 2, 2015
Grant Amounts	Grants may be awarded in amounts up to \$1,000. Awards typically range from \$250 - \$1000. An itemized projected budget is required in the application.
Proposal Writing Workshops	The Center for Innovation provides support to assist employees with proposal preparation and getting your questions answered. Email <a href="mailto:Anjali.pai@slcc.edu">Anjali.pai@slcc.edu</a> for more help.

EIGrant [Contact: anjali.pai@slcc.edu](mailto:anjali.pai@slcc.edu) (801) 957-4366

## Eligible Project Ideas

- Attending professional development conferences, workshops, seminars or short courses with the intent of sharing knowledge gained with colleagues and making an innovative change at the College.
- Programs designed to improve student access and services, learning environments, placement or other aspects of student life.
- Projects that improve the physical environment of the College.
- Employee Learning Communities providing a forum for sharing best work practices and gaining new ideas for productivity and effectiveness.
- Collaborative projects with public schools, higher education and the community.
- Interdisciplinary projects.
- Experimental and innovative projects.
- College-wide projects supporting an inclusive environment where mutual respect and equity are encouraged
- Cost-cutting projects and/or programs designed to conserve College resources and improve efficiency and effectiveness.

Please note: The above list is a list of project suggestions. There are many more projects that could qualify for an EIGrant. Employees are encouraged to think innovatively, and consult with the Center for Innovation if they have questions about an idea.

**Ineligible Projects & Constraints include:** Normal employment duties; Purchasing **only** supplies, equipment, software or computer programs; Funding student activities; Tuition reimbursement for college degrees; Licensures or training required for licensures; Projects normally supported by the Department or College; Revising current professional development programs or events.

Please Note:

1. Applicants should submit projects that support the professional development of their current SLCC position. Projects must not duplicate the efforts of other College personnel or departments.
2. It is acceptable to apply for only partial funding for a project; however, applicants must disclose if funds from another source will be used on the project.
3. EIGrants cannot be used to fund projects that can or should be funded through existing departmental financial resources.
4. Proposals can only be submitted by employees, and funded projects must be conducted by employees. Only full-time employees are eligible. The EIGrant program is not open to students.
5. Employees may submit multiple proposals, but only one proposal per employee per year will be funded.

## Project Assessment

1. Recipients of EIGrants must assess the impact of their project and provide results of that assessment to the Center for Innovation & Professional Development.
2. This requirement must be met **within three months of project implementation.**

## Knowledge Sharing with the College Community

Recipients of EI Grants will share their experience with the broader College community through any of the following means:

1. Formally presenting to colleagues in a departmental or area meeting on knowledge and skills gained from the project.
2. Conducting a workshop session/brown bag/roundtable discussion at Professional Development Day, training/workshop for staff/faculty, or a College-wide event.
3. Uploading a training and/or discussion on an online platform (i.e. Udemy).
4. This requirement must be met **within three months of project implementation.**

## Timeline Review

1. Knowledge Sharing with the College Community - Grant recipients must share their experience with the broader college community **within three months of project implementation.**
2. Mid-Year Project Assessment – Recipients must submit a written mid-year assessment to the Center for Innovation by **Friday, May 20, 2016.**
3. Final Project Assessment – Recipients must submit a written final assessment to the Center for Innovation within three months of project implementation or by **November 4, 2016.**
4. Final Deadline – Projects must be implemented, assessed and shared with the College community **within one year after the grant is awarded.**

## Submission Procedures

1. Appendix A: Cover Page & Grant Application Check List
2. Project Description\*
  - o Project Overview, Goals & Objectives- *The project objectives and goals are clear, achievable and noteworthy.*
  - o Timeline for Implementation- *Timeline must be outlined and achievable.*
  - o Activities, Methods and Procedures- *The activities, methods and procedures are well-defined and organized and promote the objectives of the EI Grant program.*
  - o Innovation and Impact- *The idea is innovative and will make a significant impact.*
  - o Aligns with SLCC's Strategic Plan - *The project advances the College according to SLCC's Core Themes and/or Strategic Priorities.*
  - o Project Assessment & Evaluation- *The proposal must have an effective plan to assess the project and share his/her results.*
  - o Knowledge Sharing with the College Community- *Develop a viable plan for sharing results with the College Community.*

\*Submission standard- please limit to 5 pages in total.

3. Itemized Budget

- a. Provide specific details on how the money will be used.
- b. If funds from another source will be used on the project, please disclose the source and amount of the additional funds.

4. Letter of Support (from a supervisor, colleague, program manager, etc.) which helps to support the application's innovation and project efficacy.

**Evaluation Criteria available at \_\_\_\_\_**

**Appendix A: Cover Sheet & Grant Application Check List** (Required for all proposals.)

Project Title \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

For all project contributors please list their Name, Title, Department, Email & Campus Extension below:

## Approvals

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Department/Program Coordinator (Print Name & Signature) Date

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Supervisor or Department Head (Print Name & Signature) Date

The grant application should include the following sections. This checklist is provided to insure completeness of the grant application and should be included in the grant application.

- Cover Sheet (Appendix A) Signed by Department/Program Coordinator, Supervisor or Department Head.
- Project Overview, Goals & Objectives
- Itemized Budget
- Letter of Support
- Approvals