

MSUAASF SPECIAL INITIATIVE AWARD PROCEDURE

Criteria for Proposals:

Special Initiative Awards must meet all of the following criteria:

1. **Work is above and beyond the normal requirements of the individual's position(s):** The Special Initiative Award is given for work:
 - a. performed at a time outside the normal work hours or duty days, or
 - b. involving an activity not normally required, or
 - c. encompassing a scope of activities not normally required, or
 - d. achieving a level of excellence not attainable under normal constraints of time and resources.
2. **Promotion of Excellence:** The overall goal and supporting objectives will focus on benefits to the University, its mission, and/or the Minnesota State system. There is a clear relationship between the performance objectives or project goal, the plan of work and methods, and the intended outcomes.
3. **Evaluation and Assessment Methods:** An appropriate selection of assessment strategies and tools are used throughout the proposed performance period/project. The evaluation plan is clearly connected to the proposed goal and outcomes. The proposal clearly identifies a realistic timeline and assessment methods.
4. **Project Completion:** Projects must be completed within the proposal period for which they are submitted. If they are not completed, the member may resubmit the proposal for consideration in a subsequent evaluation period. Projects will not be carried forward across proposal periods.

Annual Timelines:

Fall:

- June 1/July 1/August 1: Email sent to all MSUAASF employees inviting proposals
- September 1: Deadline for proposals
- Week 1 of September: SIA Committee reviews proposals
- Week 2 of September: President reviews and approves SIA proposals
- October 1: Proposals begin
- July: Projects completed *If proposal outlines a later completion date – SIA committee may approve.

Spring:

- October 1/November 1/December 1: Email sent to all MSUAASF employees inviting proposals
- January 1: Deadline for proposals
- Week 1 of January: SIA Committee reviews proposals
- Week 2 of January: President reviews and approves SIA proposals
- February 1: Proposals begin
- December: Projects completed *If proposal outlines a later completion date – SIA committee can approve.

Campus Budget:

- \$10,000 to be awarded for projects (in total) per FY
- Budget reassessed annually

Special Initiative Award Committee:

- Administrators: Megan Zothman, Randy Westhoff, Karen Snorek
- MSUAASF Members: Margie Giauque, Loralyn Kuechle

MSUAASF Special Initiative Award Cover Sheet

Applicant Information

(Each applicant must sign and submit a cover sheet.)

Name: _____

Title/Position: _____

Project Information

Project Title: _____

Award Amount Requested by Applicant (\$): _____

Certification Signatures

Based on the criteria for eligibility in the MSUAASF/MnSCU agreement (Article 12, Section 1), I certify that 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 Special Initiative Award Committee and my supervisor. I understand that unless there exists a law characterizing some portion of the information submitted as private, submitted proposals will be treated as public information in accordance with University, state, and federal data privacy regulations.

Applicant Signature

Date

Supervisors' signature endorses the proposals and certifies that resources necessary to carry out the project are available and committed.

Signature of Applicant's Supervisor

Date

All applications must be received by the deadlines specific in the criteria and must include:

- Signed and completed cover sheet
- Call for Proposals Narrative
- Budget Summary and Narrative

Submit your proposal to: Human Resources Box #1 or electronically to Carol Hess (chess@bemidjistate.edu)

Special Initiative Award Call for Proposal Narrative Guidelines

Proposal Section	Proposal should address:	Recommended Length
Project Description	<p>What are your personal and professional goals for the project? What specific activities will you undertake to achieve your goals? For each activity listed above, what method will be used to measure progress toward goals? How does the project show initiative above and beyond MSUAASF participants' normal job requirements? If this is a collaborative project, please identify the MSUAASF members involved and describe, in detail, everyone's contribution to the project.</p>	One Page
Rationale/ Evidence	<p>What is the importance of the special initiative project you are proposing? What evidence do you have that it is important? How do your goals specifically benefit the University, its mission, and/or the Minnesota State system? How are your goals specifically linked to departmental, divisional, University and/or Minnesota State system priorities and initiatives?</p>	Half Page
Anticipated Difficulties	<p>What kind of hurdles, limitations, financial challenges, or time constraints could you potentially encounter? How will you address such obstacles?</p>	Half Page
Timeline of Activities	<p>For each planned activity, identify a timeline for completion. How can you assure the project will be completed within the proposed timeline?</p>	Half Page
Outcomes	<p>What specific outcomes do you want to achieve? How will your planned activities achieve those outcomes? How will the initiative or change be substantiated after the project funding ends? How will successful completion of your objectives or outcomes promote excellence in service to the University, its mission, and/or the Minnesota State system?</p>	Half Page
Evaluation Plan	<p>How will you know that you have achieved your outcomes? How will you judge success? What kind of data or evidence will you gather? How will you assess the benefits of your completed project to the University, its mission, and/or the Minnesota State system? By what date will you be submitting your written summary report to the Special Initiative Award Committee after completing the initiatives?</p>	Half Page
Dissemination	<p>With whom will you share information about your completed project? How will you share this information, e.g. article, conference presentations, University professional development day? Will any external constituencies be informed? If so, please explain.</p>	Half Page

Budget Summary and Narrative

Please use the table below to organize your proposal's budget information. Attach a brief narrative describing and itemizing each item in greater detail. **Prior supervisor approval is required.**

Personnel

Names of MSUAASF Applicants	Amount of Initiative Award Requested	Estimated No. of Hours to be Spent on Project

Expenses (Note: Monetary awards are given to individuals in recognition of special initiative and do not cover related expenses.)

Budget Category	Description	Amount	Source of Funds
Travel			
Training/Conference Registration			
Equipment, e.g. Hardware Purchases			
Software Purchases			
Materials/Supplies			
Other			