

**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 innovativeness 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 Committee will review faculty proposals and forward selected projects to the Lakeland Foundation’s Executive Director.

 - All proposals forwarded to the Foundation must be submitted using the “Grant Proposal Application” form (found in G:/Development/Project Review Application Form). 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

Date	Group	Action
September 30	Faculty Members	Complete Faculty Challenge Grant Application along with supporting documentation and submit to Excellence in Teaching Committee
October 15	Excellence In Teaching Committee	Review all applications and submit approved ones to Lakeland Foundation.
(early October)	Foundation Office	Schedule meeting date and time for Projects Review Committee (close to October 15 submittal deadline)
October 17	Foundation Office	Copy and mail submitted proposals to all members of Foundation Project Review Comm. in advance of meeting.
October 31	Projects Review Committee	PRC meets and discusses proposals and make final recommendations on funding levels.
November 2	Foundation Office	Formal notification made to applicants with specifics on funding levels and parameters.
January 30	Faculty Members	Complete Faculty Challenge Grant Application along with supporting documentation and submit to Excellence in Teaching Committee
February 15	Excellence In Teaching Committee	Review all applications and submit approved ones to Lakeland Foundation.
(early January)	Foundation Office	Schedule meeting date and time for Projects Review Committee (close to February 15 submittal deadline)
February 17	Foundation Office	Copy and mail submitted proposals to all members of Foundation Project Review Comm. in advance of meeting.
February 28	Projects Review Committee	PRC meets and discusses proposals and make final recommendations on funding levels.
March 2	Foundation Office	Formal notification made to applicants with specifics on funding levels and parameters.

4. Project reports shall be submitted to the Foundation's Executive Director within three (3) weeks of project's end date and will be forwarded to the Projects Review Committee members and the Board of Directors.