

PRESIDENTIAL AWARDS
APPLICATION AND AWARD MANAGEMENT GUIDELINES
2025-2026 Award Cycle

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I. INTRODUCTION

In 2013, former University of North Georgia president Dr. Bonita Jacobs established the Presidential Awards. Dr. Michael Shannon has continued this support, and UNG has invested almost \$3 million in faculty and staff professional development through the awards. This program provides

V. APPLICATION INSTRUCTIONS

Applications that fail to adhere to the instructions listed in this document are subject to be rejected without review. Incomplete applications will not be accepted.

All applications must be submitted through UNG's [InfoReady Review online application site](#). Emailed applications or applications submitted via mail (in person or otherwise) will not be accepted.

- 1) Personal Details(Lead Applicant) – The following information should be entered in the online application:
 - a) Prefix
 - b) First Name(will be prepopulated)
 - c) Last Name (will be prepopulated)
 - d) Email Address (will be prepopulated)
 - e) College/Unit
 - f) Department
 - g) Home Campus
 - h) Position
 - i) Tenure Status (only required for Semester Award applicants)
- 2) Co-Applicants – Complete the requested information for each applicant. Co-applicants are only permitted for Special Initiative Awards. Applications for Semester Awards should not include co-applicants. Coapplicants for Special Initiative Awards must meet the same eligibility criteria as the lead applicant.
- 3) Project Details – the following information should be entered in the online application site (where indicated) for the proposed project:
 - a) Award Category
 - b) Project Title
 - c) Project Abstract(1,500 characters or less) Describe your project in terms that can be understood by a broad audience, including the need for the project, the goals, and specific outcomes to be achieved, and how the project will benefit the UNG community. Applicants should not identify themselves in the abstract.
 - d) Human Subjects Research – Indicate whether your project will include human subjects research.
 - e) External Collaborators Indicate whether your project will include collaborations between UNG and non-UNG participants (including international contacts).
 - f) Minors on Campus – Indicate whether your project will include participants that are enrolled minors on campus.
- 4) File Uploads – the following documents should be uploaded (where indicated) to the online application:
 - a)

The Project Narrative should be uploaded as a PDF file that is compatible with Adobe, using the following formatting guidelines:

the project will result in or inform continued research or work through external funding or other avenues of continued scholarly and creative activities after the award period. Describe how the project, including the dissemination activities, meets the scholarship expectations described in departmental, college, and university promotion and tenure guidelines.

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is in addition to the semester course buyout for the applicant).

The total budgeted amount for a Special Initiative Award project cannot exceed \$10,000.

Applications submitted with a budget that exceeds the maximum allowed amount are subject to be rejected without review.

Budget Categories:

- *Personnel*

For Semester Award applications, this section should only be used if student workers are to be budgeted. Applicants should not include their semester buyout. That buyout is separate from the \$1,500 total budget allowed for Semester Awards. Additional compensation for the applicant beyond the semester buyout is not allowed.

For Special Init-6 (t)6 (t)-6 applications, 10 month faculty can budget summer pay up to 9% of their current contracted salary. Summer compensation from a Presidential Award will count against the total maximum compensation a faculty member can receive during the summer for all work performed

- *Equipment* – Enter the amounts for equipment associated with the project. Equipment is defined as items having a useful life of more than one year and having a unit per cost which equals or exceeds \$5,000.

NOTE: Items such as laptops, printers, and flash drives should be included in the “Operating Supplies and Expenses” section (unless they cost \$5,000 or more per unit).

Unallowable Costs:

All budgeted items must adhere to University System of Georgia (USG) and UNG’s policies regarding allowable costs. Examples of unallowable costs include, but are not limited to:

- Personal items
- Passports
- Travel expenses for spouses/partners
- Airbnbs
- Entertainment

Personal Services Agreement (PSA) Form – Please route to Purchasing for Authorized University Representative’s signature. This form must be completed even if the only reimbursement is for travel, in which case current travel guidelines are to be followed. A resume/web page must accompany this form as supporting documentation for expertise in their field.

Vendor Authorization Form – If your guest has never received any payment from UNG or any other USG institution, this form must be completed and submitted.

Note: Dual-Appointment Compensation must be given if guest speaker is currently employed under the University System of Georgia.

Both forms are located in the Purchasing Department’s myUNG page on the right hand side under the “Other Forms” heading. These forms may be submitted via (u)2 2EMC /L

IX. APPENDIX I

Assessment Rubrics

The following pages contain the assessment rubrics reviewers will use to evaluate applications.

Assessment Rubric for Presidential Award Proposals: Semester Awards
Office of Institutional Effectiveness and Research Administration
University of North Georgia

	summative assessment components.	summative assessment activities are missing.	formative or summative evaluation is vague or needs further development.	accomplished. Section includes fully developed formative and summative evaluations.
Dissemination Plan	Dissemination plan is missing or does not contain any detail.	Dissemination plan is vague or underdeveloped. Plan to disseminate results to internal or external audiences is missing. Timeline does not align with project activities.	Plan provides a description of how results will be disseminated within the UNG community <u>and</u> external audiences, but plans are vague or need additional development. Dissemination plan timeline is not clear.	Plan provides a detailed description of how the project's results will be disseminated within the UNG community <u>and</u> external audiences. Dissemination plan includes a reasonable timeline for sharing results.
Scholarship	Links between project and scholarship/career goals is missing or does not contain sufficient detail to make the connection between the applicant's career goals, opportunities for external funding/continued scholarship and the current project.	Links between current project, opportunities for external funding/continued scholarship, and career goals are vague or does not address two or more components.	Links between current project, opportunities for external funding/continued scholarship, and career goals are clearly articulated, but one section may be incomplete or underdeveloped.	Section clearly addresses how the project enhances the career goals of the applicant, including (1) future projects, (2) external funding proposals or continued scholarly activities (3) publications, and (4) the impact on promotion and tenure (if applicable).
Budget Justification	Budget justification is missing or the connection between budgeted items and project goals is not well articulated. Budget is too general and does not address specific costs associated with the	Budget justification is weak or the connection between budgeted items and project goals is vague or does not address two or more components. Budget items include unallowable expenses.	Budget justification is present and the connection between budgeted items and project goals is clearly articulated, but one section may be incomplete or underdeveloped.	Budget justification clearly describes resources needed to complete the project (1) description of how the amounts were arrived at, (2) how the items relate to accomplishment of the

project's activities. Budget exceeds limits established for the project proposals.

Budget is within limits established for the program and is comprised of allowable costs.

project's goals and outcomes, and (3) a timeline for expending the funds. Budget is within limits established for the program. Budget items are

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 Special Initiative Awards
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	Missing or Unacceptable (0-1 points)	Developing (2-4 points)	Accomplished (5-7 points)	Exemplary (8-10 points)
Purpose	Purpose is missing or does not contain sufficient detail to provide an understanding of the project being proposed.	More		

of both formative and summative assessment components.

summative assessment activities are missing.

goals and outcomes; formative or summative evaluation is vague or needs further

X.

Project Title:

Presidential Award Category:

Lead Applicant:

Co-applicant(s):

We, the listed applicant(s), with our department head's and dean's or division head's approval, submit this signed application to acknowledge we have read the conditions of

Project Title:

Signatures (please add more lines if necessary):

Lead Applicant

Name: Signature _____ Date _____

Co-Applicant(s)

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Department Head(s)

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Name: Signature _____ Date _____

Dean(s)/Division Head(s)

Name: