



PRESIDENTIAL AWARDS  
APPLICATION AND AWARD MANAGEMENT GUIDELINES  
20242025Award Cycle

# Table of Contents

Introduction .....	1.
Award Categories.....	1
Eligibility .....	3
Application Deadline .....	3
Application Instructions .....	3
Semester Award Application Instructions.....	5
Summer Award Application Instructions .....	11
Innovation Award Application Instructions .....	17
Selection Process.....	23
Award Management.....	23
Contact Information .....	26
APPENDIX I Sample Budget Worksheets.....	27
APPENDIX II Assessment Rubrics.....	31
APPENDIX III Approval Letter Template .....	36

,I \RX QHHG WKLV GRFXPHQW LQ DQRWKHU IRUPDW SOI  
(IIHFWLYHQHV V DQG 5HVHDFK \$GPLQLVWUDWLRQ DW U

## Introduction

In 2013 former University of North Georgia president Dr. Bonita Jacobs established the Presidential Awards. Since then, UNG has invested over \$2.7 million in faculty and staff professional development through the program. This program offers three awards, summer, and innovation to provide extraordinary institutional support for faculty and staff to pursue new and innovative ideas that support UNG in fulfilling its mission:

The University of North Georgia, a regional multi-campus institution and premier senior military college, provides a culture of academic excellence in a student-centered environment that includes quality education, service, research and creativity. This is accomplished through broad access to comprehensive academic andricular

2) SummerAward

Awards of up to \$10,000 each to support faculty in focused and meaningful research and scholarly and creative activities. Preference will be given to applications that support the mission of UNG as articulated by the mission statement. The project period for Summer Awards will be from July 1, 2024 to June 30, 2025.

As part of the Proposal Narrative, applicants must include a dissemination plan to both internal and external audiences. Funding must culminate in an activity during which the faculty member will share the results of their work and meet the scholarship expectations as described in departmental promotion and tenure guidelines.

Faculty selected for this award may engage in teaching and service during the summer. Faculty will receive compensation for the summer, including teaching classes and any other external funding (e.g.,

Prior awardees of Presidential Awards must not be delinquent on requirements and

Applications for each award can be found by visiting the following pages:

[Presidential Semester Award Application Page](#)

[Presidential Summer Award Application Page](#)

[Presidential Innovation Award Application Page](#)

Please ensure that you are submitting your application to the correct award. Applications submitted to the incorrect award will not be accepted

If an application is to have more than one eligible applicant, one applicant should be designated as the Corresponding Applicant. The Corresponding Applicant must complete and submit the online application and will be the individual who will receive official communications regarding the application. If an application is submitted by only one applicant, that individual

## Semester Award Application Instructions

- 1) Personal Details—the following information should be entered in the online application webpage (where indicated) for the Corresponding Applicant:
  - a) Prefix (Dr., Mr., Ms., etc.)
  - b)

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.

- c) Human Subjects Research ~~Indicate~~ Indicate whether your project will include human subjects research.
- d) External Collaborators ~~Indicate~~ Indicate whether your project will include collaborations between UNG and non-UNG participants (including international contacts).
- e) Minors on Campus ~~Indicate~~ Indicate whether your project will include participants that are enrolled minors on campus.
- f) Community Engagement ~~Indicate~~ Indicate whether your project will include a community engagement element. Community Engagement is defined as collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in context of partnership and reciprocity.
- g) Semester of Project ~~Indicate~~ Indicate which semester the work of the project will be conducted.

4) Upload Files - the following documents should be uploaded (where indicated) to the online application:

a) Proposal Narrative

The Proposal Narrative should be uploaded as an Adobe PDF file using the following formatting guidelines:

- x Proposal Narratives must be limited to 10 pages
- x Font type is limited to 12pt. Times New Roman, including text in tables. Captions for pictures or graphics can be of a smaller font size, as long as the text is readable.
- x Language: English (United States)

- x **Work Plan/Methodology**  
Describe, in detail, the specific, measurable objectives of the project and how they connect to the stated goal and intended outcomes. Describe the activities that will be accomplished during the project period to achieve the outcomes and objectives. Provide a timeline of activities during the project period, including associated objectives/milestones.
  
- x **Assessment/Evaluation**  
Describe how the work plan/methodology will be assessed to determine if the goal and objectives are being accomplished. This should include both a formative



f Hardware:

- x How will the hardware be used?
- x Does it require a network connection? Wired or wireless only?
- x Will the device be used onsite only or a combination of on/offsite?
- x What data will be stored on the device?
- x Are there any special requirements to operate this hardware?

Proposal narratives that do not follow the formatting guidelines or page limits are subject to be rejected without review

b) Budget Worksheet

The Budget Worksheet should be uploaded as a Microsoft Excel file using the template provided on the online application webpage. This template contains formulas that accurately calculate items such as fringe benefits and budget totals. The formulas in the Budget Worksheet template should not be altered in any way. Examples are included in Appendix B of this document.

The total budgeted amount for the Semester Award cannot exceed \$12,000 (this amount is in addition to the semester course buyout for the applicants). The Budget Worksheet should only include expenses to be paid by the award. Applications submitted with a budget that exceeds \$12,000 are subject to be rejected without review

Budget Categories:

- x Personal Services enter compensation or casual labor associated with the project. This should not include the semester course buyout for the applicant(s), only other UNG personnel (e.g., students) Semester award applicants should not budget any additional compensation for themselves. (summer salary, extra compensation, etc.).

NOTE: All compensation is processed through the UNG payroll department and is automatically calculated on the worksheet and is included as part of the total budget worksheet.

NOTE: If a vendor is an individual that does not have a business to process payment through, that individual will be compensated as an employee through the UNG payroll department and worksheet. This does not apply to honorarium for guest speakers.

- x Travel please enter the total for both domestic and international travel expenses associated with the project. All travel costs should be calculated in accordance

UNG institutional travel policies and guidelines

(<https://my.ung.edu/departments/Comptroller/Pages/Travel>). (Expense per diem, mileage rates).

NOTE: This section is for UNG employee and/or student travel. Travel expenses

LQFOXGHG KRQRUDULXP IRU JXHVV VSHDNHUV VKRX  
6XSSOLHV DQG ([SHQVHV' VHFWRQ

NOTE: When traveling internationally, U.S air carriers must be used when available.

127( 5HJLVWUDWLRQ IRU FRQIHUHQFHV VKRXOG EHL  
DQG ([SHQVHV' VHFWRQ

- x Operating Supplies and Expenses—enter the amounts for supplies and materials, publication and printing expenses, memberships and subscriptions, conference registrations, and other expenses associated with the project.
- x 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 cost which equals or exceeds \$5,000.  
NOTE: Items such as laptops, printers, and flash drives should be included in the  
32SHUDWLQJ 6XSSOLHV DQG ([SHQVHV' VHFWRQ

### Unallowable Costs

\$OO EXGJHWHG LWHPV PXVW DGKHUH WR 8QLYHUVLW\ 6  
policies regarding allowable costs. Examples of unallowable costs include, but are not limited to:

- x Personal items
- x Passports
- x Travel expenses for spouses/partners
- x Airbnbs
- x Entertainment
- x Alcohol and/or tobacco
- x Gift certificates, promotional, or other cash equivalents
- x Food
  - f Food purchased for official research uses approved by an Institutional Review Board (IRB) or food that is integral to or the subject of research is permitted with prior approval.
  - f Example of an allowable food cost: Food purchased to test the effect of carbohydrates on blood sugar.
  - f Example of an unallowable food cost: Food purchased for students to experience a culturally authentic meal.
- x Sales tax—The University of North Georgia is established as a sales tax free  
HQWLW\ 3OHDVH SURYLGH WKH 8QLYHUVLW\ 6

All budgeted items included in each category and subcategory of the Budget Worksheet  
VKRXOG E H M X V W L I L H G L Q W K H <sup>3</sup>% X G J H W - X A W L I L F D W L F  
budget item considered unallowable per USG or UNG policy, or any budget item not  
properly justified in the Proposal Narrative, will not be included in the final approved  
budget for any awarded application

c) Acknowledgement/Approval letter

As part of the application, applicants are required to upload a letter signed by the  
D S S O L F D Q W V H D F K D S S O L F D Q W V G H S D U W P H Q W K H D

# Summer Award Application Instructions

1)



be accomplished during the project period to achieve the outcomes and objectives. Provide a timeline of activities during the project period, including associated objectives/milestones.

x

- only?
- x Will the device be used onsite only or a combination of on/offsite?
  - x What data will be stored on the device?
  - x Are there any special requirements to operate this hardware?

Proposal narratives that do not follow the formatting guidelines or page limits are subject to be rejected without review

b) Budget Worksheet

The Budget Worksheet should be uploaded as a Microsoft Excel file using the template provided on the online application webpage. This template contains formulas that accurately calculate items such as fringe benefits and budget totals. The formulas in the Budget Worksheet template should not be altered in any way. Example budgets are included in Appendix I of this document.

The total budgeted amount for the Summer Award cannot exceed \$10,000. The Budget Worksheet should only include expenses to be paid by the award.

Applications submitted with a budget that exceeds \$10,000 are subject to be rejected without review n BT /F1 9 Tf 1 0 0 1 72 569.98 Tm 0 G [( ) TJ ET Q EMC /Spam

NOTE: This section is for UNG employee and/or student travel. Travel expenses

LQFOXGHG KRQRUDULXP IRU JXHVW VSHDNHUV VKRX  
6XSSOLHV DQG ([SHQVHV' VHFWRQ

NOTE: When traveling internationally, U.S air carriers must be used when available.

127( 5HJLVWUDWLRQ IRU FRQIHUHQFHV VKRXOG EH L  
DQG ([SHQVHV' VHFWRQ



properly justified in the Proposal Narrative, will not be included in the final approved budget for any awarded application

Summer Teaching Faculty awarded a summer award may, with the permission of their dean, teach during the same summer as the award is being performed. Please note that the total of all compensation must conform to UNG rules.

c) Acknowledgement/Approval Letter

As part of the application, applicants are required to upload a letter signed by the DSSOLF D Q W V H D F K DSSOLF D Q W V G H S D U W P H Q W K H D acknowledges that each person signing understands the requirements related to a potential award, including allowable expenditures and other responsibilities associated with utilizing an award. Applicants are required to use the letter template provided on the online application webpage (see Appendix of this document), and the document should be uploaded as a PDF file. The dean or department chair should be the one to sign the letter. The dean serves as an approval of the submission of the proposed project and budget, and certification that the applicant is eligible to receive the award. Digital signatures are allowable.

Applications submitted without a letter that is fully signed by each applicant, each DSSOLF D Q W V G H S D U W P H Q W K H D G D Q G H D F K DSSOLF D review.

# Innovation Award Application Instructions

1) Personal Details—the following information should be entered in the online application page (where indicated) for the Corresponding Applicant:

- a) Prefix (Dr., Mr., Ms., etc.)
- b) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V  
 FirstName (will be pre populated by the online system)
- c) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V  
 LastName (will be pre populated by the online system)
- d) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V  
 Address (will be pre populated by the online system)
- e) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V  
 Position
- f) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V 3 U L P D U \ & R O O H J H R U  
 Department
- g) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V 3 U L P D U \  
 Campus
- h) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V 3 U L P D U \  
 Specialization
- i) & R U U H V S R Q G L Q J \$ S S O L F D Q W ¶ V \$ U H D R I

2) Co-Applicants—the following information should be entered in the online application page (where indicated) for each co-applicant:

- a) Prefix (Dr., Mr., Ms., etc.)
- b) Co- \$ S S O L F D Q W ¶ V ) L U V W  
 Name
- c) Co- \$ S S O L F D Q W ¶ V / D V W  
 Name
- d) Co- \$ S S O L F D Q W ¶ V ( P D L O  
 Address
- e) Co- \$ S S O L F D Q W ¶ V  
 Position
- f) Co- \$ S S O L F D Q W ¶ V P D U \  
 Department
- g) Co- \$ S S O L F D Q W ¶ V U N P D U \  
 College
- h) Co- \$ S S O L F D Q W ¶ V U L P D U \  
 Campus
- i) Co- \$ S S O L F D Q W ¶ V \$ U H D R I  
 Specialization

Note: CoApplicants must be UNG faculty or staff that are eligible to receive 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.

- c) Human Subjects Research. Indicate whether your project will include human subjects research.
- d) External Collaborators. Indicate whether your project will include collaborations between UNG and non-UNG participants (including international



Proposal narratives that do not follow the formatting guidelines or page limits are subject to be rejected without review

b) BudgetWorksheet

The Budget Worksheet should be uploaded as a Microsoft Excel file using the template provided on the online application webpage. This template contains formulas that accurately calculate items such as fringe benefits and budget totals. The formulas in the Budget Worksheet template should not be altered in any way. Example budgets are included in Appendix II in this document.

The total budgeted amount for the Innovation Award cannot exceed \$5,000. The Budget Worksheet should only include expenses to be paid by the award.

Applications submitted with a budget that exceeds \$5,000 are subject to be rejected without review



that acknowledges that each person signing understands the requirements related to a potential award, including allowable expenditures and other responsibilities associated with utilizing an award. Applicants are required to use the letter template provided online application webpage (see Appendix of this document), and the document VKRXOG EH XSORDGHG DV DQ \$GREH 3') ILOH 6LJQDWX and dean/division head serves as an approval of the submission of the proposed and budget, and certification that the applicant is eligible to receive the award. Digital signatures are allowable.

\$SSOLFDWLRQV VXEPLWWHG ZLWKRXW D OHWWHU IXOO  
GHSDUWPHQW KHDG DQG HDFK DSSOLFDQW V GHQ DU





IRB applications as early as possible after receiving their letter of acceptance.

All project activities must be completed within the designated project period for the award. No cost extensions may be granted at the discretion of the ERA, provided that proper justification is presented, in writing, to warrant such an extension.

### Expending Award Funds

All expenses must pass four tests: reasonableness, allocability, consistence, and conformance. All Presidential Award funds are state dollars and must be spent according to the state policy on allowable expenses. Awarded funds can only be expended during the approved award period. Any expenses made before the approved award period will not be covered by Presidential Award funding and any payment will be the responsibility of the individual

Awardees must adhere to the original approved budget. ERA must approve any desired changes to a budget. Upon request, ERA will send updated budget reports throughout the project period. Any unspent funds will revert to the University. The following guidelines MUST be adhered to regarding expending Presidential Award funds:

- x Faculty/Staff Compensation
  - o All compensation must be processed through compensation

\$XWKRULJHG 8QLYHUVLW\ 5HSUHVHWHW DLPDWH H¶V VLJQI  
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 field.

- f* Vendor Authorization Form If your guest has never received any of payment  
from UNG or any other USG institution, this form must be completed and submitted.
- f* Note Dual-Appointment Compensation must be given if the speaker is  
currently part of the University System of

Office of Institutional Effectiveness and Research Administration summarizes the project relative to the goals set forth in the application. Please follow the dissemination plan as described in the approved proposal.

These reports will be made available to the internal University of North Georgia community, including department heads, supervisors, and deans. Future funding is contingent upon receipt of the final report within 45 days after the end of the award period.

### Contact Information

For questions regarding the Presidential Awards, please contact the Office of Institutional Effectiveness and Research Administration at [office@ung.edu](mailto:office@ung.edu)

## APPENDIX I

### Budget Worksheet Examples

The following pages contain examples of budget worksheets for Presidential Award category. Applicants should use the budget worksheet template provided on the online application site to calculate budgets. Budgets should not exceed the stated limits for the specific award category, and all budget items must be justified in the ~~Proposal~~ Narrative document.

Presidential Semester Award Budget Worksheet

## Presidential Summer Award Budget Worksheet

Budgets cannot exceed \$10,000. All costs must follow UNG guidelines on allowable expenses.  
Please include a justification for all budget items in the Proposal Narrative

Project Title: Sample Summer Budget

Personal Services (UNG employees and students only)

### Compensation

Summer Faculty	\$5,000
UNG Graduate Assistants	\$0
UNG Undergraduate Assistants	\$0
Casual Labor	\$0
Compensation Total	<u>\$5,000</u>

### Fringe Benefits (COMPUTED)

Summer Faculty	\$1,382
UNG Graduate Assistants	\$0
UNG Undergraduate Assistants	\$0
Casual Labor	\$0
Fringe Benefits (COMPUTED) Total	

Presidential Award for Innovation Budget Worksheet

Budgets cannot exceed \$5,000. All costs must follow UNG guidelines for allowable expenses. Please include justification for all budget items in the Proposal Narrative.

Project Title: Sample Innovation Budget

Personal Services (UNG employees and students only)

Compensation

Summer Faculty	\$0
UNG Graduate Assistants	\$0
UNG Undergraduate Assistants	\$0
Casual Labor	\$0

Compensation Total \$0

Fringe Benefits (COMPUTED)

Summer Faculty	\$0
UNG Graduate Assistants	\$0
UNG Undergraduate Assistants	\$0
Casual Labor	\$0

Fringe Benefits (COMPUTED) Total \$0

Personal Services Total \$0

Travel

Domestic	\$1,500
International	\$0

Travel Total \$1,500

Operating Supplies and Expenses





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

	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 than one section of the purpose is missing or under developed.	Purpose is clearly articulated but one section may be incomplete or under developed.	Provides a clear, concise purpose statement that (1) describes the goals and outcomes of the project, (2) the intended audience, (3) mission, and (4) the complete the project.
Work plan/Methodology	Work plan/methodology section is missing, proposed methodology is not realistic given the scope or time frame of the project. Objectives are missing. No clear link between the purpose, objectives, and outcomes of the project.	Work plan/methodology is vague or poorly developed. Most objectives are not		

			vague or needs further development.	formative and summative evaluations.
Dissemination Plan	Dissemination plan is missing or does not contain any detail.	Dissemination plan is vague or under-developed. 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 UNC community and to external audiences, but plans are vague or need additional development. Dissemination plan timeline is not clear.	Plan provides a detailed description of how the results will be disseminated within the UNC community and to 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 project and the current project.	Links between project and scholarship/career goals is vague or does not address two or more components.	Links between project and scholarship/career goals is clearly articulated, but one section may be incomplete or under-developed.	Description clearly addresses how the project enhances the career goals of the applicant, including (1) future projects, (2) external funding proposals, (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 project. Budget exceeds limits established for the project proposals.	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 under-developed. Budget is within limits established for the program and is comprised of allowable costs.	Budget justification provides a clear description of resources needed to complete the project, including a (1) description of how the amounts were arrived at, (2) how the items relate to accomplishment of project outcomes, and (3) a timeline for expending the funds. Budget is within limits established for the program. Budget items are comprised of allowable costs.





APPENDIX III

Acknowledgement/Approval Letter

The following pages includes the template that should be used for the Acknowledgement/Approval letter to be submitted with the application by applicants, DSSOLF DQWV ¶ GHSDUWPHQW KHDGV DQG DSSOLF DQWV ¶ GH this letter template in Microsoft Word and PDF will be available on the application site for each award.

Project Title:

Presidential Award Type:

Corresponding Applicant:

Co-applicant(s):

We, the listed applicant(s), with our department head ¶ V D Q G G H D Q ¶ V R U G L Y L V L R approval, submit this signed application to acknowledge we have read the conditions of the award we are seeking, and agree to abide by the following conditions if awarded funding:

1. Use the Award Funds only as specified in the approved award and provide a written report summarizing the results of the project within 45 days of the completion of the project.
2. Repay any portion of the Award Funds not used for the specified

Project Title:

Signatures (please add more lines if necessary):

Corresponding Applicant

Name: