**Morgan Community College**

**Institutional Innovation Grant Proposal Procedure**

The Morgan Community College Institutional Innovation Grant (IIG) is made possible through funds allocated by the College. The Institutional Innovation Grant provides money for promising new projects that focus on student success. It is open to all faculty and staff.

**Objectives:**

* To create an integrated, intensive, and ongoing student-centered experience which leads to increased enrollment, retention, completion, transfer, and employment rates.
* To ensure continuous improvement in all institutional operations, guided by rigorous assessment and strengthened by accountability.
* To ensure engagement and visibility in our communities.
* To bring about positive change and enhanced educational, service, and cultural opportunities.

**Eligibility:**

* Faculty and staff from any location and from any department may submit a proposal.
* Proposals involving multiple departments will be given priority.
* Project must be completed within 12 months. No multi-year projects will be considered.
* Projects may not include any permanent/ongoing personnel. Hourly personnel is allowed.

There is approximately $20,000 this year to fund one-time proposals.

**Proposal Development and Structure:**

Complete the attached form and include all information requested. Only complete proposals will be considered.

The basic structure for the proposal will include the following:

* Narrative Section describe in <500 words and including:
	+ Statement of the issue
	+ Describe the procedures, explain how the method will solve the issue, and how results will be assessed
	+ A tentative timeline for the project
* Budget (Maximum 1 page) including:
	+ Itemized detail of use of money requested
	+ Justification of budget
	+ No permanent personnel may be requested; hourly personnel is allowed
	+ Please note: Amount allotted may vary according to need
* Signature Page:
	+ Approved, signed, and dated by the applicant’s supervisor
	+ Approved, signed, and dated by the applicant’s representative on MLT

**Submission:**

All proposals must be submitted to the Vice President of Administration and Finance after approval by applicant’s MLT representative. Proposals will be awarded on a quarterly basis with due dates of approved project requests to VP of Finance as follows:

* September 1
* December 1
* March 1
* June 1

**Evaluations:**

MLT will score each proposal on merit, practicality, and potential for sustainability.

The scoring system is as follows:

0-Poor/Not funded

1-Fair

2-Good

3-Very Good

4-Excellent

MLT will compile a list of approved projects and the VP of Finance will notify applicants of funding amount and Fund/Org to use for expenses.

**Wrap-Up**

Upon completion of the project, the recipients will present a written summary of results to MLT.