

Office of Sponsored Programs and Faculty Development

Faculty Development Program

APPENDIX K: INSTITUTIONAL NEEDS Evaluation Form

PLEASE RETURN THIS EVALUATION WITHIN 48 HOURS OR SOONER TO:

Office of Sponsored Programs and Faculty Development, Dempsey 214

Proposal Number: _____ Name of Evaluator: _____

Eligibility and Conditions

- All continuing UW Oshkosh faculty and academic staff holding full- or at least half-time academic year appointments
- Faculty or academic staff on annual (12-month) appointments are not eligible for CAS support.
- Given the individualized nature of each project, proposers are strongly encouraged to discuss their plans with department/unit chairs, colleagues, Faculty Development Board members or the Director of the Office of Sponsored Programs and Faculty Development prior to submission of application.
- Funded projects may be assigned special conditions of award.

Exclusions

- Anyone with a past-due project is not eligible to apply for or receive additional support from the Faculty Development Program until the past-due status is removed

Budget

- Funds may be requested for CAS, reassigned time, and/or auxiliary funds in support of a project.
- Auxiliary funds may be requested for student assistance, equipment, books, computer software or other items for which the use-life extends beyond the project period as long as no single item exceeds \$500.

Proposal Requests

Proposals in this option are expected to vary in form and content to allow flexibility in the specific project to be pursued by the faculty/academic staff member. It is essential that the proposal clearly explain in detail the value, rigor, validity, and importance of the proposed program. At a minimum, the proposal should effectively address the following evaluation criteria:

1. OBJECTIVES: Are the objectives consistent with identified institutional needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. FEASIBILITY: Is the project feasible in terms of required auxiliary support, methodology, timeframes, and experience and competence of participants? Has one person been identified as the project lead, through whom all communication will be directed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. TANGIBLE OUTCOMES: Does the proposal explain how the expected product of the Institutional Needs award will be communicated to others, both for evaluation and for potential benefit and learning from the experience of the proposer? The inclusion of students as active, learning participants in the proposed activities will be viewed favorably.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. IMPLEMENTATION: Does the proposal indicate how the tangible outcomes of the project will be implemented and disseminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<p>5. SUSTAINABILITY: If the tangible outcome requires an institutional change or new program, does the proposal address how that change/program will be sustained beyond the funding period?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. TIME LINE: Has a clear timeline for performing the IN study been described or included?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7. BUDGET: Is the CAS amount requested commensurate with the scope of work described? If auxiliary funds are requested, are those funds essential to achieving the stated IPP goals? If auxiliary funds are requested, does the proposal narrative contain an "Auxiliary Funds Justification" section?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Committee Member Recommendation: Approve Deny

Committee Member Comments: