

# COLLEGE OF EDUCATION & PROFESSIONAL STUDIES

## INNOVATION AWARD

### Application Instructions

Application Deadline: 4:00 pm May 1 *(or the nearest business day if May 1 falls on a weekend)*

All applications, including supporting materials, must be received **electronically** in the Office of the Associate Dean by the application deadline. Please use this Qualtrics form to submit your application for the award:

[https://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_eWLZ2xuwzMFlmCy](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_eWLZ2xuwzMFlmCy)

*Notes: Only complete applications will be reviewed by the Faculty & Staff Awards committee*

The Innovation Award is unique to the College of Education and Professional Studies and is intended to recognize outstanding and creative work of all kinds. All full-time employees in the College of Education & Professional Studies at UW-Whitewater are eligible to apply. The recipient will be recognized with presentation of an inscribed plaque at the COEPS Fall Forum, typically held in mid to late August as part of Welcome Week on campus.

### **Submission of Application Materials**

1. A **statement of application**. Use the guidelines below to help with creation of statement.
2. Two **letters of support** from individuals who have knowledge of your innovation (you may wish to also share the guideline below with letter writers).
3. A **description and any additional supporting information** (documents, web links, publications, reports, photos, etc.) that may assist the COEPS Faculty & Staff Awards Committee during their review.

#### *Guidelines for Writing About Innovation*

- *Description of the innovation (e.g., device, method, research, idea, product, etc.)*
- *Statement addressing the question: Why is the device, method, research, idea, product, etc., considered to be innovative?*
- *Description of the process for development of the innovation*
- *Statement regarding the benefits and impact (short-term and long-term) of the innovation on educational outcomes, programs, students, organization(s) and/or faculty, etc.*
- *Relationship to university and college strategic initiatives and mission(s) (if applicable)*
- *Other reasons the innovation is thought to be outstanding*