

Arizona State University is committed to fostering innovative solutions that yield real world change. ASU values the innovative contributions of our employees who are reimagining their roles and developing creative and inspiring projects and programs that advance higher education.

### **Eligibility**

The President's Award for Innovation provides formal recognition to ASU faculty and staff who have worked as teams that have made significant contributions to ASU and higher education through the creation, development, and implementation of innovative projects, programs, initiatives, services and techniques.

The innovation might be socially motivated, economically motivated, artistically motivated, intellectually motivated or some combination of the above. Innovation in higher education may take a multitude of forms, including, for example:

- Innovative collaboration between departments or institutions to develop and implement mutually beneficial outcomes.
- New processes that create new kinds of value and have a real impact.
- Innovative methods of serving and engaging students in recruitment, programming, research and learning.
- Innovative solutions to sustainability issues that meet the needs of the present while enhancing the ability of future generations to meet their own needs.
- Innovative university reorganization or restructuring to meet the challenges facing the 21<sup>st</sup> century.

### **Why apply**

Recipients of the award will be recognized by President Michael M.Crow at an awards ceremony. Each team will receive a team award, and each team member will receive an award certificate. The team's accomplishments will be publicized on the web and in ASU News.

### **Selection process**

A review group made up of innovative ASU leaders will evaluate submissions and determine which projects will receive the award. There may be multiple recipients.

### **Application process**

The following will be considered a complete application packet. Failure to submit a complete packet will lead to disqualification.

1. Contact information and team roster.
2. Description of the project or program, how it was designed and implemented and measurable results in 10 or fewer typewritten pages. Please consider the font and formatting, make sure it is consistent throughout. Make sure to include any charts or graphs, and the description should address the award criteria listed on page five of this application.
3. Short abstract of 200 words or less that summarizes the project. This abstract will be used for promotional purposes. This is not counted towards the 10-page submission.

4. Digital photos or a web page showing your work in action. This is not counted towards the 10-page submission. These references will be used at the President's Recognition Ceremony.

<b>Application deadline</b>	<b>Review, selection and notifications</b>	<b>President's recognition ceremony</b>
March 20, 2020	Mid-to-late spring; early summer	October - November 2020 TBD

### **Submission**

On March 20, submit the contact information and team roster, the narrative that addresses the award criteria, any digital photos or links and an abstract as email attachments to [recognition@asu.edu](mailto:recognition@asu.edu). Preferably, please submit the application and accompanying materials as one PDF. Multiple documents via Word is also acceptable.

### **Register to attend a President's Awards Workshop**

Learn tips about organizing and writing submissions that best represent team or project efforts. The University of Office of Evaluation and Educational Effectiveness will discuss how to measure and report results will be discussed. You will learn how to present your information in a concise, clear manner that makes it easy for award examiners to review your submission against the award criteria.

All applicants are strongly encouraged to attend a workshop. Visit [Career EDGE](#) to register. Contact us at 480-965-5089 for inquiries the process.

- Jan. 16, 2020, 2-4 p.m.  
University Center A, 1100 E. University Drive, Suite 105, Rooms 132 and 134, Tempe
- Feb. 11, 2020, 9-11 a.m.  
Health North, 550 N. Third Street, Rooms 101 and 103, Phoenix

<b>Title of project or program.</b> Note: This name will appear on the award.	
Team name:	
Team leader's name:	
College or department name:	
Phone:	Email:
Mail code:	

<b>Name of the person who wrote the application for submission and can answer questions about it:</b>	
Phone:	Email:
Mail code :	
Relationship to team:	
I certify that the information submitted as part of the application form is true and accurate to the best of my knowledge.	
Name and date:	

**Team Roster**

**Title of program or project.** Note: This name will appear on the award.

**List team members.** To be included in the submission, team members must have regularly attended team meetings, actively participated in problem-solving and decision-making activities and contributed significantly to the program or project. This list will be used to generate award certificates, so please check spelling for accuracy. Should you have more than what is available below, you may submit an additional document with names.

	Name	Affiliation – List college or department name or organization.	Mail code	Classification			
				F = faculty	S = staff	SD = students	C = community partners
				F	S	SD	C
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**Award Criteria**

Award applications are evaluated using the following criteria. Scores are determined by rating the degree to which the program or initiative – as it is described in the award application – meets the criteria in each category listed below. Your narrative should clearly and convincingly describe the innovative aspects and beneficial outcomes of this project or program using the following organizational headings: **Development**, **Implementation**, and **Impact** or **Outcomes**.

<b>Innovation Criteria</b>
<p><b>Development 30%</b></p> <ul style="list-style-type: none"> <li>▪ Identify the issue that was addressed, and describe the condition, situation or need that existed prior to involvement by your team.</li> <li>▪ Describe and explain how the program or initiative is either a new practice or a new approach to the development or implementation of an existing practice that creates new value at ASU.</li> <li>▪ Outline the goals and objectives of the program, project, initiative, service or technique. See the appendix for tips on SMART objectives.</li> <li>▪ Describe the development of the program, initiative, project, service, strategy or technique.</li> </ul>
<p><b>Implementation 35%</b></p> <ul style="list-style-type: none"> <li>▪ Describe how and when your program or initiative was implemented.</li> <li>▪ Identify the internal or external partners who helped implement the program or initiative.</li> <li>▪ Describe how this project used or uses the resources of ASU to develop and implement creative solutions to the issue.</li> </ul>
<p><b>Impact or outcomes 35%</b></p> <ul style="list-style-type: none"> <li>▪ Explain how program success was measured. Explain the types of data — quantitative, qualitative — you collected, the sources of the data and the length of sustained positive results. See the Appendix for tips on SMART metrics.</li> <li>▪ Describe the impact, scope and success of your program or initiative. Use data to demonstrate the impact.</li> <li>▪ Explain the potential for this program or initiative to expand and grow in scale at ASU or other organizations.</li> </ul>

## Appendix: Three steps toward measurable results

Program evaluation is a systematic process of determining how well a program is meeting its goals. This process involves defining the program's outcomes in measurable terms, asking good questions about what the program does and does not do, and using valid and reliable methods to collect quality data to answer key questions about program progress, outcomes, impact and overall success. Effective program evaluation can provide information useful for making programmatic improvements and for providing information needed by stakeholders and decision-makers.

Contact [Shelly A. Potts, Ph.D.](#), senior director and [Alison Cook-Davis, Ph.D.](#), assistant director at the [University Office of Evaluation and Educational Effectiveness](#) for more information about program evaluation services and resources at ASU.

### 1. Clearly define your project.

- **Goals:** What do you want your program to accomplish — i.e., broad, general statements?
- **Stakeholders:** Who does your project involve both as providers and participants?
- **Inputs:** What does your program invest — e.g., people, time, money, materials?
- **Activities:** What activities do your team members conduct — e.g., trainings, services, or product development? What is the purpose of each activity? Who benefits? How do they benefit?
- **Outcomes:** How would you measure success? A change in knowledge or skills? A change in attitude — e.g., perception, understanding? A change in behavior — e.g., actions, policies? A change in conditions or context — e.g., social, economic, civil, environmental?
- **Timeframe:** When would you expect to see these changes? Define short, mid, and long-term outcomes.
- **Measures:** How will you capture these changes — e.g. surveys, interviews, pre or post-tests, observations?

### 2. Create SMART objectives.

Describe your project's purpose and intended results using brief, clear and specific statements that can be measured and assessed.

- **Specific:** Concrete, detailed, defined with clear indications of who is involved, what they are expected to do, and why.
- **Measurable:** Clear and specific criteria to demonstrate change; quantify targets and benefits.
- **Achievable:** Interventions or services can be delivered and objectives met within resource constraints — e.g., time, money, staff, skills, capacity.
- **Relevant:** Clear link between the objective and the larger goal of the project or program.
- **Time-bound:** Specific time frame is set to achieve one or more objectives.

#### Examples:

- By the end of the six-week program, over 90% of program participants will rate the program as highly effective in changing their attitudes about the need for recycling programs on campus.
- By the end of the spring semester, 75% of program participants will be accepted into a Ph.D. program in engineering.
- By the end of the scheduled art exhibition, at least 500 visitors will attend the art exhibition and at least five expert peer feedback critiques will be received.

**3. Set up systems to track progress and collect data.**

- Tracking systems do not need to be complex.
- Spreadsheets to track numbers of participants or individuals served, resources, activities or services provided, etc. This can be sufficient when it comes time to report on your accomplishments. Databases can link more complex sets of information over time.
- Systematic qualitative data could include participant feedback, impact testimonials, or rubric driven evaluation of work. Additional evidence may include photographic examples of work or events.
- Devise ways to collect data to demonstrate measurable, convincing results of program success or impact. Consider the questions you want to answer when you plan data collection.
- Revisit these systems periodically to reflect program changes or growing data needs.