

Innovation Committee Framework

1. Innovation Statement (from Innovations work group)

County College of Morris values a breadth of new ideas, experiences, and explorations that foster a forward-thinking learning and work environment, inspiring lifelong learning opportunities for all our stakeholders.

We are committed to nurturing a welcoming, collaborative, adaptable, flexible, and sustainable culture, underpinned by consistent and effective communications.

2. Building and fostering a culture of innovation

- a. Annual Big Ideas Kick-Off (general group meeting)
- b. Think tanks, each of which:
 - i. has common interest/focus/idea
 - ii. meets a minimum of twice per semester
 - iii. meets at different parts of campus

3. Grant specifics

- a. Qualified Individuals
 - i. General
 - 1. All CCM faculty, staff, and/or administrators
 - 2. Applications from individuals, teams and committees are welcomed.
 - ii. Grant Lead and Collaborators
 - 1. Grant Lead must be an employee of CCM (faculty, staff, or administrator)
 - 2. External individuals or CCM students may be collaborators
 - iii. Disclosure for Innovation Committee members
 - 1. If members of the Innovation Committee wish to apply for the grant, they must excuse themselves from voting in the same grant cycle, but may participate in discussions.
 - 2. Co-Chairs of the Innovation Committee may not apply for the grant, but may participate as collaborators when appropriate.
 - iv. Collaboration beyond one's expertise is strongly encouraged, but not required.

CCM Innovation Collaboration Examples:

1. Virtual Reality Crime Scene: Criminal Justice collaborated with Chemistry and Photography
2. Virtual Microscope: Biology collaborated with IT and Game Design
3. Virtual CCM Campus Tour for Admissions: Photography collaborated with Virtual Campus

b. Funding

i. Types of Grants

1. Transformational: up to \$25,000
2. Innovate and Elevate: up to \$15,000
3. Ideation: up to \$5000
4. Continual-Renewal: up to \$20,000

ii. **Grants do not fund stipends for grant leads and grant collaborators**

c. Cycle

i. Yearly application and selection

ii. **YEAR 1**

1. **Spring Funding (through June 30, 2024)**

- a. **Grant acceptance from October 30, 2023 - January 8, 2024**
- b. **Committee Review: by January 25, 2024**
- c. **Decision to Applicants: by February 23, 2024**

iii. **YEAR 2 and forward**

1. **Fall - for Spring/Summer Funding**
 - a. **September 1 - October 15**
 - b. **Committee Review - November 15**
 - c. **Decision to applicants - November 30**
2. **Spring - Summer/Fall Funding**
 - a. **January 1 - February 15**
 - b. **Committee Review - March 15**
 - c. **Decision to applicants - March 31**

4. Application:

- a. All applicants must complete the application available on the Innovation Grant website
- b. All applications should be submitted electronically to innovate@ccm.edu
- c. Applicants must inform direct supervisors
- d. A current or potential grant recipient may still apply for an innovation grant, but will be required to disclose information regarding the other grant(s)

- e. Innovation Committee members will use a guideline for grant application reviews

5. Committee members

- a. 2 Innovation Committee co-chairs - Presidential Appointments
 - i. 4 year appointments
- b. 6 members are selected by the co-Chairs of the Innovation Committee and approved by the President
 - i. 3 year appointments
 - ii. Members
 - 1. Faculty (up to 2)
 - 2. Adjunct (1)
 - 3. Staff (2)
 - 4. Workforce (1)

6. Decision Role and Process

- a. Innovation Committee
 - i. Put out calls for proposals
 - ii. Review proposals
 - iii. Recommend grant award(s)
 - iv. Report recommendation of grant award(s) to President and Cabinet
- b. President and Cabinet
 - i. Decision on grant award(s)
- c. Notification after decision
 - i. Notify Innovation Committee members via email
 - ii. Notify grant leads in-person, when possible
 - iii. Notify grant participants via email
 - iv. Share on CCMemo (contact ccmemo@ccm.edu)
 - v. College Council (contact President's office for scheduling)