



EXCELLENCE IN  
**INNOVATION**  
— AWARD —



THE HONOR SOCIETY OF  
**PHI KAPPA PHI**

2022  
**APPLICATION PACKET**

# GENERAL INSTRUCTIONS

& ADVICE TO APPLICANTS



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## ELIGIBILITY

All regionally accredited baccalaureate or higher degree-granting four-year colleges or universities in the United States (or located outside the U.S. that have an active chapter of The Honor Society of Phi Kappa Phi) are eligible to apply. Only one submission per institution will be accepted.

## PROCESS

The recipient of the award will be determined through a two-step online process:

### SCREENING: AN INSTITUTION WILL SUBMIT

1. An abstract or brief narrative describing how its project demonstrates innovation and has led to large-scale transformative change
2. A summary of the types of evidence documenting project impact that will be included if the institution is selected as a semifinalist and is invited to submit a project portfolio

### SELECTION:

1. Semifinalist institutions will submit a full project portfolio
2. Finalist institutions will be announced
3. Award recipient will be announced
4. Recipient institution will be showcased at Phi Kappa Phi biennial convention. Its president will be invited to address the convention

## 2022 TIMELINE

**September 15, 2021**

Application  
Portal Opens

**December 15, 2021**

Deadline  
to Apply

**March 2022**

Semifinalists  
Invited to Submit  
Portfolios

**April 2022**

Finalists  
Announced

**May 2022**

Recipient  
Announced

**NOTE:** THIS APPLICATION MAY BE COMPLETED AND SUBMITTED ONLINE AT [PHIKAPPAPHI.ORG](http://PHIKAPPAPHI.ORG).

# APPLICATION PACKET

DEADLINE: DECEMBER 15, 2021



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NAME OF INSTITUTION \_\_\_\_\_

INSTITUTION ADDRESS \_\_\_\_\_

*Street and Number*

*City*

*State*

*Zip*

APPLICATION NAME \_\_\_\_\_

*Primary contact to correspond with Phi Kappa Phi*

POSITION \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## REGIONAL ACCREDITOR

- Higher Learning Commission of the North Central Association
- Middle States Commission on Higher Education
- New England Association of Schools and Colleges
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association Senior College and University Commission

Please indicate how you learned about the Phi Kappa Phi Excellence in Innovation Award  
*(check all that apply)*

- Local Phi Kappa Phi Chapter Officer
- College/University Office
- The Chronicle of Higher Education*
- Phi Kappa Phi *Forum* (magazine)
- Phi Kappa Phi Website
- Inside Higher Ed*
- Phi Kappa Phi Email
- Chapter Workshop
- Focus (e-newsletter)
- Letter from Executive Director
- Friend
- Faculty Member
- Other, explain \_\_\_\_\_

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PLEASE PROVIDE AN ABSTRACT OR BRIEF NARRATIVE describing how this project demonstrates innovation and has led to large-scale transformative change. Like Phi Kappa Phi itself, selection committees are multi-disciplinary in composition. Please write to a general audience rather than a specific discipline. Abstracts are limited to 500 words or less.

OPTIONAL: If there is a web page associated with your project, please provide the URL here:

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PLEASE PROVIDE A SUMMARY of the types of evidence documenting project impact that will be included in the project portfolio if the institution is selected as a semifinalist.

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## APPLICANT'S CHECKLIST

TO THE APPLICANT: Be sure that your application is complete by checking the following list:

- An abstract of brief narrative describing how the project demonstrates innovation and has led to large-scale transformative change is included.
- A summary of the types of evidence documenting project impact that will be included in the project portfolio if the institution is selected as a semifinalist is included.
- The applicant has read, signed, and dated the certification statement below.

## APPLICANT'S CERTIFICATION

BY OUR SIGNATURES BELOW, OUR INSTITUTION AGREES TO THE FOLLOWING:

1. If selected as a semifinalist, our institution will submit a full project portfolio.
2. If chosen as a finalist, our institution will cooperate with the society's marketing department for any publicity regarding the award.
3. If chosen as the Excellence in Innovation Award recipient, any institution without a Phi Kappa Phi chapter agrees to petition a chapter of Phi Kappa Phi on its campus. All fees associated with an installation will be waived.
4. If chosen as the Excellence in Innovation Award recipient, our president or other representative will accept the award and address the society's convention at the awards dinner in Orlando, Florida, August 2022.

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*Signature*

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*Date*

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*Printed Name*

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## SUBMITTING YOUR APPLICATION

Once you have completed the application packet, please follow the instructions below:

1. Scan pages 2-5 of the application packet and save PDF files as:

**INSTITUTION NAME, 2022 INNOVATION**

2. Upload your materials at [apply.phikappaphi.org/Awards](https://apply.phikappaphi.org/Awards)  
This online application portal will give you the step-by-step instructions for submitting your materials.

## FOR FURTHER INFORMATION, CONTACT:

Kelli Partin  
AWARDS MANAGER

PHONE:  
800-804-9880, ext. 235

EMAIL:  
[kpartin@phikappaphi.org](mailto:kpartin@phikappaphi.org)