



## **GUIDELINES FOR THE 12<sup>th</sup> ANNUAL ILLINOIS COMMUNITY COLLEGE SYSTEM LEADERSHIP SCHOLARSHIP**

The Illinois Council of Community College Administrators (ICCCA), the Illinois Council of Community College Presidents (ICCCP), the Illinois Community College System Foundation (ICCSF) and the Illinois Community College Trustees Association (ICCTA) supports studies being conducted and published related to the Illinois Community College System. To stimulate more studies on this topic, the Illinois community college system has made available an award of up to \$3,500. Proposals for funding should be prepared according to the following guidelines and submitted to the ICCCA Scholarship Committee. The ICCCA Scholarship Committee shall review the proposals and make recommendations to the ICCCA Board for final approval.

### **Eligibility**

1. Proposals are welcomed from any administrator in the Illinois Community College System.
2. Members of the Scholarship Committee are excluded from submitting proposals.
3. Scholarship recipients must have a current employment history at an Illinois Community College for a minimum of 5 years.
4. Recipients must be enrolled in an accredited, advanced (masters or doctorate) degree program that would qualify them for a leadership position within the Illinois Community College System.
5. Recipients must show evidence of leadership within the Illinois Community College System.
6. The scholarship is non-renewable.
7. Applicants will be required to submit their proposals by the specified deadline.
8. Recipients are expected to attend the annual ICCCA conference and accept the award and to present their research at the annual ICCCA Conference in the year following the award notification. Award winners will receive 50% of the funds upon notification and the remaining 50% will be awarded at completion.

### **Proposal Format**

The proposal should include a clear and concise:

1. Introduction and background to the study
2. Statement of the problem to be studied
3. Need and justification for the study
4. Methodology to be used for gathering and analyzing the data
5. Statement assuring confidentiality of respondents in the study
6. Short bibliography of reviewed literature
7. A complete and itemized budget showing major uses of funds e.g. postage, travel, tuition, cost of survey forms, computer time, telephone, statisticians, miscellaneous supplies, etc. Funds are not provided for wages, honorariums, or capital items.

8. The proposal should be less than five pages (**preferably between 2-3 pages**) and one copy should be supplied electronically at the time of submittal. A copy of the research instrument(s) should be provided with each copy of the proposal. If the proposal includes the development of an instrument, then sample questions and likely format of the instrument(s) should be explained.

### **Submission Deadline**

Proposals will be reviewed to act upon at the annual conference in November and must be received by **October 7, 2024** to the Scholarship Chair, Dr. Barry Hancock, [iccsf1@outlook.com](mailto:iccsf1@outlook.com). If funds for the current year have been expended, the applicant will be asked if they wish to have the proposal held over and reviewed for funding in the next fiscal period or if the proposal is to be withdrawn from consideration.

The proposals will be considered by the Scholarship Committee prior to the annual ICCCA Conference, prioritized and presented to the board for action at that annual meeting. The board will determine the total amount available and grants will be awarded until the funds are expended.

### **Reporting of Research Results**

The applicant shall provide a final written research report to the Scholarship Committee chairperson. The applicant is also expected to make a formal presentation of their research at the ICCCA annual conference (conference fee will be waived). The findings for the text and the presentation should include the following:

1. Abstract
2. Statement of the problem
3. Method of inquiry
4. Results
5. Conclusions and Recommendations
6. Summary

The final written research report should be submitted one month prior to the ICCCA conference the following year. The committee chair will entertain a written request for an additional extension in the event of extenuating or mitigating circumstances. The final report should be accompanied by an accounting verifying how the scholarship monies were expended.

### **Dissemination of Results**

1. The ICCCA, ICCCP, ICCTA and the ICCSF, as the granting organizations, agree to publish the final report or an abstract and to distribute it to their respective memberships and to those other members of institutions which the Scholarship Committee deems appropriate.
2. If results are published other than by the ICCCA, the ICCCP, the ICCTA and the ICCSF, the study findings are expected to acknowledge the scholarship support.

### **Further suggestions for scholarship proposals**

- How effective are collaborations between higher education institutions?
- What are effective leadership skills for community college administrators?
- What are effective structures for Illinois community college units (i.e., centralization vs. decentralization)?
- What is the impact of part-time faculty?
- What models provide effective service to underserved populations?
- What role should the Illinois community college system play in economic development?

- How is the economic recession affecting our Illinois community college system?

**Research Proposal Evaluation Criteria**

1. The proposed study addresses a problem of major significance to the Illinois Community College System.
2. The results of the completed project could be used in more than one community college?
3. The study makes clear in both design and procedure the unique features of the approach.
4. There are specific objectives of the proposed study stated in a definite, clear fashion.
5. There is a clear definition given for the analysis and treatment of data and the type of evaluation which will be used to interpreting data.
6. Technicians have been consulted if the study is highly technical.
7. There is an indication of adequate personnel available to carry out the study.
8. There is an itemized budget consistent with the Scholarship guidelines.

Questions: please contact Dr. Barry Hancock, [iccsf1@outlook.com](mailto:iccsf1@outlook.com) or 618-922-8891.