

Grants Committee

The Grants Committee Chair coordinates review, approval, and administration of Grants funded by IDEC Foundation and the IDEC BOD. The Grants Committee Chair communicates regularly with the [IDEC Foundation](#) and IDEC BOD on all matters of funding.

Committee Composition & Appointments

Chair: The chair of the Grants Committee is appointed by the IDEC President to a two-year term.

Committee Members: One representative (regional reviewer) from each of the five regions (East, South, Southwest, Midwest, and Pacific). These regional reviewers will be represented on each [region's council](#).

Term for Committee Members: 1 year for committee members (Reappointment for an additional 2 years); Responsibilities begin May 1 of the appropriate year and run until April 30.

Time Commitment: 5 to 10 hours per week intermittently. The majority of time is from October to February.

Responsibilities and Duties

- Prepare and disseminate, with the IDEC staff, the Call for Grant proposals.
- Review and make recommendations for the funding of projects generated by the general membership as individuals, networks, regions, collaboratives, or by the Board of Directors. Applications consist of detailed proposals that include composition, time line, budget, and expected results, dissemination of findings, and additional potential funding sources and qualifications.
- Enforce deadlines and track the progress and accountability of funded projects.
- Coordinate with appointed regional reviewers
- Establish and maintain proposal review criteria
- Maintain regular communication, at least once quarterly, with the [IDEC Director of Scholarship](#)

Programs, Events, and Committees

- [Special Project Grant](#)
- Scholarships
 - [Graduate Scholarships](#)

Timeline

- **Quarterly** conference call or email communication with IDEC Director of Scholarship
- **October** - Calls posted
- **October – November** – Chair reviews Special Projects Grant Interim Report for approval
- **November - December** - Graduate Scholars Award Reviewed
- **December** - Committee recommendations forwarded to the Board
- **January** – Special Projects Grant and Liebrock Universal Design Scholarship Reviewed
- **February** – Committee recommendations forwarded to the Board

- **May** – Complete Annual Report and submit to the board

Grant Funding Process

Prior to issuing any grants calls, the Grant Committee Chair will communicate with the IDEC Foundation and the IDEC Board of Directors to determine if funds are available and in what amount.

- Amount of the Special Projects Grant is determined by the IDEC Foundation or the IDEC Board of Directors depending on who will be funding the grant(s) for the given year. Funds are first requested from the IDEC Foundation. If funds are not sufficient, the IDEC Board of Directors will explore the option of funding the project for that year. The amount is typically \$3,000.
- The total amount of the awards may be split into smaller grants, which are outlined in the RFP or may be awarded in total.
- Funds from professional organizations or collaborating agencies may be included in the grants.

Selection Criteria for Special Project Grant

- Quality of idea and written proposal.
- Contribution to interior design education and/or the profession.
- Alignment with IDEC mission and strategic plan.
- Potential for matching or supplemental funds

Application Procedure for the Special Project Grant

There are two submission categories (Research Initiatives and Activities). All submissions are blind reviewed by the Grants Committee (regional reviewers). Proposals that include reference to the researchers or academic affiliation beyond the cover sheet are disqualified.

Procedures

1. Proposals are to be sent to the IDEC Headquarters that completes the following:
 - Confirms the proposer is a member in good standing
 - Acknowledges receipt and confirms the proposal has been forwarded to the Grants Committee chair
2. Grants chair then completes the following:
 - Reviews each proposal for compliance with submission guidelines and removes incomplete or ineligible submissions from consideration
 - Reminds reviewer of the established review timeline and sends a packet of proposals, review sheets and RFP to each reviewer
 - Sends weekly reminders to the reviewers
3. Reviewers then complete the following:
 - Review each proposal and complete the evaluation sheet
 - Rank the proposals
 - Participate in a conference call to discuss and agree upon the merit of each proposal
 - Destroy all materials not needed for further consideration
4. Grants Committee Chair then completes the following:
 - Notifies IDEC Representative to the Board and Director of the Scholarship Collaborative of committee's recommendation
 - Notifies IDEC Headquarters and the IDEC Foundation Treasurer so checks can be sent to recipients once forms have been signed.
 - Announces recipient at IDEC Annual Conference

- Coordinates with IDEC Headquarters to have the Grants Agreement form signed by the recipient
- IDEC Headquarter formally notifies all applicants of result

Scholarship

Graduate Scholars Responsibilities and Duties

- Prepare and disseminate, with the IDEC staff, the Call for scholarships.
- Review and make recommendations for the funding of scholarships generated by the general membership as individuals. Applications consist of detailed narratives.
- Enforce deadlines and track the progress.
- Coordinate with appointed regional reviewers
- Establish and maintain review criteria

Scholarship Funding Process

Prior to issuing any scholarship calls, the Grant Committee Chair will communicate with the IDEC Foundation and the IDEC Board of Directors to determine if funds are available and in what amount.

- Amount of the Graduate Scholars Scholarship is determined by the IDEC Foundation or the IDEC Board of Directors depending on who will be funding the scholarship(s) for the given year. Funds are first requested from the IDEC Foundation. If funds are not sufficient, the IDEC Board of Directors will explore the option of funding the scholarship for that year. The amount is typically \$1,000.

Graduate Scholars

The purpose of this scholarship is to provide travel funding for interior design graduate students who desire to become interior design educators to participate in the IDEC Annual Conference.

Selection Criteria for the Graduate Scholars Scholarship

Commitment to teach interior design as demonstrated by the response to the question and quality of the response to the question.

Application Procedure for the Graduate Scholars Scholarship

All submissions are blind reviewed by the Grants Committee (regional reviewers). Narratives that include reference to the graduate students or academic affiliation beyond the cover sheet are disqualified. A current unofficial transcript of graduate program must be included to verify status as a graduate student.

Procedures

1. Submissions are to be sent to the IDEC Headquarters that complete the following:
 - Acknowledges receipt and confirms the application has been forwarded to the Grants Committee chair
2. Grants chair then completes the following:
 - Assigns a code to each narrative
 - Reviews each narrative for compliance with submission guidelines and removes incomplete or ineligible submissions from consideration
 - Reminds reviewer of the established review timeline and sends a packet of narratives to each reviewer
 - Sends weekly reminders to the reviewers
3. Reviewers then complete the following:
 - Review each narrative

- Rank the proposals
 - Email the Grants Chair with rankings
 - Destroy all materials not needed for further consideration
4. Grants Committee Chair then completes the following:
- Tallies the scores from the reviewers
 - Notifies Director of the Scholarship Collaborative of committee's recommendation
 - Notifies IDEC Headquarters and the IDEC Foundation Treasurer so checks can be sent to recipients once forms have been signed.
 - Notifies applicants of the results
 - Announces recipient at IDEC Annual Conference