



Guidelines for Summer Seminars for College Teachers

Application Process:

1. Confer with Lilly Fellows Program (LFP) Director Prior to submission.
2. Submit Application by March 15.
3. Applicants notified of National Board Decision before April 30.

Advanced Planning, Advertising, and Recruitment:

1. Seminar director signs agreement form with Lilly Fellows Program (LFP) to accept 56,000 grant in May. The grant is typically sent to the host school in early July of the award year.
2. Seminar director secures necessary contracts for speakers and facilities in May or June.
3. In May or June, the seminar director confers with the LFP director to set up advertising and recruitment campaign.
4. In June or July, the host campus/seminar director typically establishes a seminar web site for application information.
5. In June or July, the seminar director sets an application deadline and establishes an evaluation team and process. The typical application deadline is mid-November.
6. Beginning in late June or August through October, the host campus sends coordinated mailings and e-mails advertising the summer seminar to LFP campus representatives or pertinent members of those campus communities. LFP campus representatives then disseminate information about the Summer Seminar to people on their campuses. The LFP office provides the seminar director with up-to-date contact information for LFP campus representatives.
7. In August and September the LFP office supplements the advertising by the host school by e-mail announcements from the LFP office, an announcement in the LFP quarterly electronic newsletter, and an announcement on the LFP website.

8. The seminar director promotes the summer seminar at the annual LFP National Conference, typically held in late September or October.
9. Applications submitted for November deadline; those selected informed in early December.

Execution, Evaluation, and Reporting:

1. Host institution/seminar director manages the accounting for the project. Seminar director must be sure to review the host institution's policy on using grant funds to purchase alcoholic beverages and to reimburse meals, as well as the host institution's policy regarding indirect overhead costs.
2. Immediately following the conference the director will evaluate the seminar.
3. A report to the LFP office on the Summer Seminar is due September 15 of that year.
4. The summer after the seminar, the seminar director conducts a long-term evaluation and reports back to the LFP office by September 15 of that year.
5. Seminar director executes a plan for disseminating the scholarly and pedagogical outcomes of the seminar.