



WINKLEBLACK FAMILY FUND - REVIEW PROCESS

FY 2024

The Winkleblack Family Fund (WFF) is designed to provide funding for full-time faculty and staff from Fashion Merchandising and Design, Hospitality and Tourism, Human Services and Community Leadership, Nutrition & Dietetics, and Career & Technical Education programs (formerly School of Family & Consumer Sciences academic units) for use exclusively for charitable, scientific, literary or education purposes of the program.

A. Review Committee

An ad-hoc committee consisting of one representative from each of the five academic units of the former School of Family and Consumer Sciences (FCS) will be populated on an annual basis to review WFF proposals and submit funding recommendations to the Dean of the College of Health and Human Services by the established deadline.

B. Considerations

1. Proposals will be prioritized as follows: (1) student recruitment or programming for students, (2) faculty development, and (3) student development.
2. Activities that receive full funding from another source are not eligible for Winkleblack funding; however, if partial funding is received from another source, the unfunded portion may be funded by a Winkleblack grant.
3. Costs and activities associated with research and creative activity activities completed during a sabbatical will be considered.
4. New proposals will not be considered from an applicant if he/she has not submitted the required summary report for any previous Winkleblack awards.
5. Faculty and staff may apply for more than one grant during each application cycle.

C. Timeline

1. Using the approved application form, completed proposals saved to .pdf format should be electronically submitted to the CHHS Dean's office by the submission deadline using the Winkleblack mach form -> *[click here](#)* (*note – only submit one .pdf file). You will submit the Winkleblack proposal form on the CHHS Winkleblack web page.
2. Proposal review, funding decisions, and notification of grant awarding or denial will occur within one month following the submission deadline.

3. Projects should start no earlier than July 1, with summary reports accounting for fund usage and goals achieved submitted by the end of each fiscal year (June 30).

Technological Tips

To sign the form, you must have Adobe Acrobat Pro on your computer because you will need to save the document in Adobe Acrobat Pro DC. If you do not currently have it, you can access it with your EIU login info by following these instructions:

- 1) Download adobe creative cloud software <https://creativecloud.adobe.com/>
- 2) Log in using your EIU netID login and password, select school account.
- 3) It will take you to the second authentication screen where you will log in again under your EIU netID and password.
- 4) On this site you can download any adobe software made available there.

Signatures:

Using the Google Chrome browser, download the Winkleblack Cover Sheet Form into Adobe Acrobat Pro DC to facilitate electronic

signatures . Complete and sign the application/proposal

form using the "Fill and Sign" tool . Submit the cover sheet and narrative using the Winkleblack Family Fund submission form below.

Applicants will submit all of these pdf cover sheet forms to the Machform: <https://www.eiu.edu/chhs/winklegrantgrant.php>

Once submitted, it will go directly to the Department Chairs for signatures.

If you still experience issues with technology, you can contact EIU Technical Services Assistance by phone (217-581-4357), email (support@eiu.edu), or chat (<http://www.eiu.edu/panthertech>).