# KEEN Reframing Making Project

Graduated Incentive Program Levels and Procedures

August 21, 2020

The Reframing Making grant from KEEN currently active at Florida Tech includes a Graduated Incentive Plan (GIP), which offers opportunities to engineering faculty members to apply for award money from the grant budget upon completing qualified activities[[1]](#footnote-1). The purpose of this document is twofold:

1. To define the different levels of awards within the GIP, as approved by the funding agency
2. To inform potential applicants of the award approval process

## GIP Levels

|  |  |  |
| --- | --- | --- |
| Level | Qualified activity | Award |
| 1 | 1. Create an account on [KEEN website](https://www.engineeringunleashed.com/) 2. Study the page on [Entrepreneurial Mindset](https://engineeringunleashed.com/mindset) (EM) 3. Study the KEEN [framework](https://engineeringunleashed.com/framework) | Opportunity to apply for attending KEEN events |
| 2 | 1. Complete Level 1 2. Convert an existing[[2]](#footnote-2) EM module to a new[[3]](#footnote-3) KEEN card | 1. Level 1 awards 2. $500 cash prize |
| 3 | 1. Complete Level 1 2. Attend a workshop offered by the KEEN core team[[4]](#footnote-4) on developing EM modules 3. Make a new EM module on a non-making-related topic, implement it, and publish a new KEEN card on the module | 1. Level 1 awards 2. $1,250 cash prize |
| 4 | 1. Complete Level 1 2. Attend a workshop offered by the Florida Tech project team on developing EM modules 3. Make a new EM module on a making-related topic, implement it, and publish a new KEEN card on the module | 1. Level 1 awards 2. $1,500 cash prize |

## GIP Award Approval Process

The award applications submitted by faculty members will be evaluated and approved as follows.

1. The faculty member submits the module documents and KEEN cards to the core team.
2. The core team evaluates and does one the following: (1) requests changes, or (2) sends their recommendation to the PI (Dr. Marco Carvalho).
3. The PI approves.
4. Ms. Rebekah Lee prepares EPAF for the awardee and sends for approval from DCOES, OSP, and EVP-A.
5. Approvals received from DCOES, OSP, and EVP-A.
6. Payroll releases the payment as supplemental pay in the subsequent pay cycle.

1. The members of the KEEN Core Team are not permitted to apply for these awards. [↑](#footnote-ref-1)
2. Existing = the activity started prior to the onset of the current KEEN grant (January 2, 2019). [↑](#footnote-ref-2)
3. New = the activity started on or after the onset of the current KEEN grant (January 2, 2019). [↑](#footnote-ref-3)
4. KEEN Core Team = Drs. Sen, Weaver, Mesa-Arango, Kastro, Demoret, and Brenner. [↑](#footnote-ref-4)