

Application for Demonstration Project or Pilot/Study Program

Please complete this form, answering all questions. If additional space is required, please submit on a separate sheet of paper. Only one project or program request per application.

Send completed application to the Executive Director of the State Universities Civil Service system, 1717 Philo Road, Suite 24, Urbana, Illinois 61802. All applications must be submitted within at least 60 days of a Merit Board meeting in order for it to be considered at that Merit Board meeting. Merit Board meeting dates can be found at our website at www.sucss.illinois.gov. For additional information please see section 250.140(e) of the Illinois Administrative Code (Ill. Adm. Code §250.140(e)).

Project/Program Applicant

Date: _____

Agency/University: _____

Name of Person Requesting Project or Program: _____

Title: _____

Signature: _____

1. Name of Demonstration Project or Pilot/Study Program:
2. Description of the proposed project/program, including the goals, objectives, and related activities:
3. Participating employer(s) and number (estimate) of employees or positions affected by project/program:

Please respond and complete each item thoroughly

4. Timeline for development/implementation/completion of the project/program:

5. Name(s) of personnel responsible for conducting and evaluating the project/program and who will be accountable for keeping the project/program on track:

6. Define the specific regulatory guideline or procedure that is limiting the employer from carrying out its mission in an effective, efficient, and timely manner:

7. List the specific regulatory guideline and/or procedures that would be waived in order to conduct the project/program:

8. Describe any alternative procedures that will be utilized in order to conduct the proposed project or program:

Evaluation Plan

Please include an evaluation plan which describes the details of how the project/ program's effectiveness will be assessed in relationship to the stated objective. Please include the following if applicable:

- *the data that will be collected to assess the project or program;*
- *when the data will be collected;*
- *how the data will be collected;*
- *how the data will be analyzed;*
- *the assessment measures that will be used to determine the project or program effectiveness;*

Please respond and complete each item thoroughly

- any historical data that could affect results; the statistical analysis to be used;
- the supporting documentation or reports that will be collected; and
- any additional information required by the Executive Director of the University System office.

For University System office use only

University System Office Review Process

Recommendation:

- Approved to be presented to the members of the Merit Board for their review at the Merit Board meeting scheduled for _____.
- Not recommended for approval.

Comments:

Executive Director's Signature

Date

Merit Board Approval Process

- Rejected by the Merit Board on _____
- Approved by the Merit Board on _____

Merit Board Chair's Signature

Date

Note: Each participating employer shall maintain books and records, including information stored in databases or other computer systems, relating to the performance of the approved projects or programs. Books and records required to be maintained shall be available for review or audit by the University System office. Each participating employer shall cooperate fully with any such audit and with any investigation conducted by the University System office and shall allow full access to all books and records that are necessary to evaluate an approved project/program.

Please respond and complete each item thoroughly