FACULTY PROFESSIONAL DEVELOPMENT MINI-GRANT 2010-2011

APPLICATION FORM

1. NAME __________________________________ RANK ______________________
   COLLEGE/ LIBRARY _________________________________________________
   DEPARTMENT _______________________________________________________

2. TITLE OF PROPOSAL _______________________________________________

3. CATEGORY OF PROPOSAL:
   □ Research (pure or applied)
   □ Library Projects
   □ Creative Activities
   □ Other (Please Specify)

4. Proposal will include request for assigned time?   Yes □   No □
   If yes, fill out Assigned Time Request.

5. Proposal will require use of human subjects?   Yes □   No □
   If yes, secure signature of Chair, Institutional Review Board indicating review of proposal and compliance with required standards.

   Signature __________________________________  
   Chair, Institutional Review Board

6. Proposal will require use of animal subjects?   Yes □   No □
   If yes, secure signature of Chair, Institutional Animal Care and Use Committee indicating review of proposal and compliance with required standards.

   Signature __________________________________  
   Chair, Institutional Animal Care and Use Committee

For College/Library Use Only

Date Received: ___________

Application # ___________
Mini-Grant Application Narrative

The narrative should be limited to 4 pages not including the budget and references.

Objectives:
The proposal must describe the objectives of the project and elaborate on the following:
1) the reasons for the applicant's undertaking the project;
2) the purpose of the project;
3) the projected results of the project;
4) how the results fit the applicant's future research plans; and
5) the project's relation to other professional activity being conducted by the faculty member.

Methods:
The proposal must clearly describe the activities, including methods and procedures, which will be conducted and must clearly show that these are designed to meet the stated objectives.

Expected Results or Outcome:
The proposal must elaborate on the expected end product of the project. This can be results such as publications (i.e., books, monographs, articles or scholarly papers), creative activity (i.e., gallery showings, concerts or theatrical productions), and external grant proposals.

Budget:
The proposal must clearly indicate that the budget requested is necessary. Itemized expenditures are required. Use the form on the following 2 pages. In the Budget Justification, provide a short justification for each category. If you need to use funds during the summer prior to the next academic year, indicate what funds will be necessary. Note that release time cannot be used in the summer.

Prior Grant Activity:
The proposal must include the faculty member's prior record in the use of grant awards in the four categories (Mini-grants, Summer Fellowships, Faculty Research Leave, and Research Study Program). Include information on internal grants received in the past 3 years.
### BUDGET PAGE

<table>
<thead>
<tr>
<th>Requested Funds</th>
<th>Allocated Funds</th>
</tr>
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<tbody>
<tr>
<td><strong>1. Travel</strong></td>
<td></td>
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<tr>
<td>(specify destination, indicate air/surface and subsistence costs)</td>
<td></td>
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<tr>
<td>$ ____________</td>
<td>$ ____________</td>
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<td><strong>2. Equipment</strong></td>
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<tr>
<td>(Must be specific)</td>
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<td>$ ____________</td>
<td>$ ____________</td>
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<td><strong>3. Supplies and Services</strong></td>
<td></td>
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<tr>
<td>(Specify items and cost)</td>
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<td>$ ____________</td>
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<td><strong>4. Duplicating</strong></td>
<td></td>
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<tr>
<td>$ ____________</td>
<td>$ ____________</td>
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<tr>
<td><strong>5. Temporary Help</strong></td>
<td></td>
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<tr>
<td>(Clerical - specify number of hours and cost per hour)</td>
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<tr>
<td>$ ____________</td>
<td>$ ____________</td>
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<tr>
<td><strong>6. Student Assistant</strong></td>
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<tr>
<td>(Specify number of hours and cost per hour) Starting pay: $8.00/hr</td>
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<td>$ ____________</td>
<td>$ ____________</td>
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<tr>
<td><strong>7. Assigned Time</strong></td>
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<tr>
<td>($4,000 per course)</td>
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<td>$ ____________</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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<td>$ ____________</td>
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</tbody>
</table>
BUDGET JUSTIFICATION

Travel
(specify destination, indicate air/surface and subsistence costs)

Equipment
(Must be specific)

Supplies and Services
(Specify items and cost)

Duplicating

Temporary Help
(Clerical - specify number of hours and cost per hour)

Student Assistant
(Specify number of hours and cost per hour) Starting pay: $8.00/ hr

Assigned Time
($4,000 per course, specify which quarter time will be taken)
2010/11 FACULTY PROFESSIONAL DEVELOPMENT MINI-GRA NT

ASSIGNED TIME REQUEST

If you are requesting assigned time, please secure the signatures of your department chair and your college dean. These signatures will verify that consultation has taken place in which course will be purchased by assigned time (at the rate of $4,000) and in which quarter the assigned time will occur, should your grant be funded.

Quarter time will be taken: ______________________________

Signed: ____________________________________________

Chair, Department of: ________________________________

Signed: ____________________________________________

Dean, College of: ________________________________