Submit an original and only one copy of this cover page - Do NOT include your name in any other portion of this Application Form. Proposals will be blind reviewed by the appropriate Professional Awards Committee in your college.

FACULTY PROFESSIONAL DEVELOPMENT MINI-GRANT 2015-2016

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, budget justification, prior grant activity and references.

Objectives:
The proposal must describe the objectives of the project and elaborate on the following:
1) the reasons for the applicant undertaking the project;
2) the purpose of the particular project;
3) if appropriate, the specific research questions or hypotheses; and
4) the project's relation to the faculty member's present or future research or creative activity.

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.

Feasibility:
The proposal must present an organized plan of action which demonstrates that the project is feasible. When appropriate, a budget (see section 5.2) shall be included to demonstrate that the project can be conducted in a manner that utilizes effectively the resources requested.

Expected End Product:
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.

Please email a separate copy of your budget page and justification to Michael Gillespie mgillesp@csusb.edu in the Office of Academic Research. Include your name and department on this copy only. This will assist in setting up your award should the award committee recommend your proposal for funding. Remember that your full application goes to your college office.

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></th>
<th>REQUESTED FUNDS</th>
<th>ALLOCATED FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Travel (specify destination, indicate air/surface and subsistence costs)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2. Equipment (Must be specific)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3. Supplies and Services (Specify items and cost)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4. Duplicating</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>5. Temporary Help (Clerical - specify number of hours and cost per hour)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6. Student Assistant (Specify number of hours and cost per hour) Starting pay: $9.00/hr</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>7. Assigned Time ($4,000 per course)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
</tr>
</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)
2015/ 2016 FACULTY PROFESSIONAL DEVELOPMENT MINI-GRANT

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: ________________________________