## Faculty Instruction Projects

Grant Application Cover Page

PROPOSAL TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACULTY NAME**:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL FACULTY TEAM MEMBERS**:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order for the project to be considered for committee review, each section must be completed in its entirety. Any missing or incomplete sections will disqualify the project from consideration for funding.

**PROJECT SUMMARY / ABSTRACT:** (limited to 300 words)

**RESEARCH/PROJECT PLAN**:

Submit this document as a separate attachment. This section must describe your project and how it addresses specific instructional or student learning problems.

This document is required to use 1 in margins and be typed in Arial 11-point font or Times New Roman 12-point font. Page numbers must be entered in the footer.

The research/project plan should be a maximum of 6 pages, including any figures, images, and/or tables.

This section must include the following sections:

* Introduction
	+ Problem statement or specific research questions
	+ What gap(s) is this project intending to address?
	+ Description of the research context (type of class / instructional setting)
* Literature review (may be brief, approximately 3-5 sources)
* Methodology
	+ What data/information will be gathered?
	+ How will this be collected and validated?
	+ How will this approach provide reliability?
	+ How will the funding/equipment requested support this project?
* Assessment plan
	+ What are the learning outcomes associated with this project? How is it related to the gap(s) that are intended to be addressed?
	+ What is the desired level of achievement?
	+ What is the percentage of students who will benefit from this project?
	+ How frequently will assessments be conducted?
	+ What methods will be used for assessment
* Timeline for the project (may include milestones or specific tasks associated with the project)
* Broader Impacts: A description of the potential impact of your project on the University community and/or the broader world.
* Works cited/references (This section does not count towards the 6-page maximum.)

## Budget

Complete the relevant budget categories below, including subtotals. Leave the rest blank. If you need to add more lines to a table, tab to add another line.

### Budget Overview

|  |  |  |
| --- | --- | --- |
| **Category** | **Subtotal** | **Anticipated date needed** |
| Supplies/ Equipment | $ |  |
| Payment for Services | $ |  |
| Miscellaneous | $ |  |

 Total requested budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Supplies / Equipment

* List each item separately
* Quotes are required for all equipment over $5,000

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Anticipated date needed** |
|  | $ |  |
|  | $ |  |
|  | $ |  |

 Supplies / Equipment subtotal: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a justification of the items listed above, including a statement of purpose and how the amount was determined .

### Payments for Services

* Includes vendors and services. Signed contracts may be required and may need to be reviewed by procurement
* Payment to students or faculty is not allowable

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Amount** | **Anticipated Date** | **Additional Info (optional)** |
|  | $ |  |  |
|  | $ |  |  |

 Payments for Services subtotal: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a justification of the items listed above.

### Miscellaneous

|  |  |  |
| --- | --- | --- |
| **Expense** | **Amount** | **Anticipated Dates** |
|  | $ |  |
|  | $ |  |

 Miscellaneous subtotal: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a justification of the items listed above.

Signature of all applicants below certifies the statements in the application are true, complete, and accurate to the best of her/his/their knowledge. All faculty applicants agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

a) Faculty Applicants

 Date

 Date

 Date

b) Department Chair or Division Director Signature

 Date