Berry College

2016-2017 Faculty Development

Grant Application

To: Andrew Bressette, Interim Provost

Through: Chair, Department of Click here to enter text.

Through: Dean. School of Click here to enter text.

Applicant Name: Click here to enter text.

Project Title: Click here to enter text.

Amount Requested: Click here to enter text.

Grant Begin Date: Click here to enter text. Grant End Date: Click here to enter text.

Location of Activity:

Click here to enter text.

Department Chair’s Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Date

School Dean’s Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean’s Signature Date

***Deadlines: August 15, October 17, and February 15 by noon***

***Please hand deliver your signed application by the deadline to:***

***Faculty Research and Sponsored Programs***

***McAllister 219***

**PART I: Project Basics**

This application involves (check all that apply):

Expenses involving research for professional development

Supplies

Subvention for publication (illustrations, copyright permission, ect.)

Start-up funds for a new project

Funds to support transition for a new project

Maymester or Course Development

*I have* *have not applied to the Course Development Grant Program*

Maymester or International Course Development

*I have* *have not applied to the Course Development Grant Program*

Attendance at a workshop, seminar, or a special session of a conference

Animal and/or Human subject

*I have* *have not applied for IRB or IACUC approval*

**ABSTRACT:** Provide an abstract of **not more than 200 words** in the space below. Please describe the project’s purpose, methods, goals and how it furthers your research and/or classroom needs.

Click here to enter text.

**PART II: Grant History**

1. If this application is for an on-going research or development for which you have received a Berry College Faculty Development Grant in the past three years, list those grants here.

|  |  |  |
| --- | --- | --- |
| Year | Project Title | Amount |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Indicate how this proposed project differs from those previously funded projects.

Click here to enter text..

1. Indicate all other Berry College Faculty Development Grants funded during the previous three years that were not listed above

|  |  |  |
| --- | --- | --- |
| Year | Project Title | Amount |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Please list all external grants funded during the previous three years.

|  |  |  |
| --- | --- | --- |
| Year | Project Title | Amount |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. List other sources of funding for this project that are pending or for which you intend to apply.

|  |  |
| --- | --- |
| Source | Amount Sought |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**PART III: PROPOSED BUDGET**

*Attach supporting documentation such as flight itineraries, printouts from travel booking websites, workshop brochures, equipment price list or quotes, ect. Be sure to justify budget in Part IV (Description of Project).*

1. Travel

|  |  |  |
| --- | --- | --- |
| Item | $ Requested | |
| Airfare: Click here to enter text. | $Click here to enter text. | |
| Car Rental: (no. of days Click here to enter text. @ Click here to enter text.Per day) | | $Click here to enter text. |
| Personal Auto: (no. of miles Click here to enter text. @ $0.40 per mile) | $Click here to enter text. | |
| Airport Parking: Click here to enter text. | $Click here to enter text. | |
| Lodging: (no. of nights Click here to enter text. & $Click here to enter text. Per night) | $Click here to enter text. | |
| Meals: (no. of days Click here to enter text. @ Click here to enter text. Per day) | $Click here to enter text. | |
| SUBTOTAL TRAVEL | $Click here to enter text. | |

1. Supplies and materials (itemize and explain: attach additional sheet if necessary)

|  |  |
| --- | --- |
| Item | $ Requested |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| SUBTOTAL SUPPLIES AND MATERIALS | $Click here to enter text. |

1. Permanent Equipment (itemize and explain; attach additional sheet if necessary)

|  |  |
| --- | --- |
| Item | $ Requested |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| SUBTOTAL EQUIPMENT | $Click here to enter text. |

1. Publication Expenses (itemize and explain; attach additional sheet if necessary)

|  |  |
| --- | --- |
| Item | $ Requested |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| SUBTOTAL PUBLICATION EXPENSES | $Click here to enter text. |

1. Other Expenses (itemize and explain; attach additional sheet if necessary)

|  |  |
| --- | --- |
| Item | $ Requested |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | $Click here to enter text. |
| SUBTOTAL OTHER | $Click here to enter text. |

|  |  |
| --- | --- |
| TOTAL GRANT AMOUNT REQUESTED | $Click here to enter text. |

**PART IV: Description of Project (Do not exceed two single-spaced pages)**

Attach a description of your project. Please include (a) an introduction with a definition of statement of the problem; (b) an explanation of the project including a discussion of the research design and/or methods and personnel involved, as applicable; (c) plans to disseminate the project’s results and/or how the results will be incorporated into teaching; (d) justification for proposed budget outline in Part III.

**PART V: Curriculum Vitae**

Attach an abbreviated CV of **no more than two single-spaced pages** that includes recently published work directly related to this project.

**PART VI: Appendices**

Attach to this application, if applicable, the following:

1. Documentation of IRB or IACUC approval
2. Documentation in support of the applicant’s budget (*flight itineraries, printouts from travel booking websites, workshop brochures, equipment price lists or quotes, ect.)*