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Berry College
2013-2014 Faculy Development Grant Application

To: Kathy Brittain Richardson, Provost

Through: Chair, Department of

Through: Dean, School of

Applicant Name:

Project Title:

Amount Requested:

Grant Begin Date: Grant End Date:

Location of Activity:

Department Chair's Comments:

_____
Department Chair's Signature Date

School Dean's Comments:

_____
School Dean's Signature Date

Please submit your signed application by the deadline date to:
Faculty Research and Sponsored Programs
Box 495006
CAMPUS MAIL

PART I: Project Basics
This application involves (*check all that apply*):

☐ Expenses involving research for professional development

☐ Supplies

☐ Subvention for publication (illustrations, copyright permission, etc.)

☐ 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 International Programs Grant Program*

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

☐ Animal and/or Human subjects
☐ *I have* ☐ *have not applied for IRB or IACUC approval*
(Append approval documentation from IRB/IACUC. Funding will not be provided until approval is received.)

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.

PART II: Grant History

A. If this application is for 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

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

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

Year	Project Title	Amount

C. Please List all external grants funded during the previous three years.

Year	Project Title	Amount

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

Source	Amount Sought

PART III: PROPOSED BUDGET

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

A. Travel

Item		$ Requested
Airfare		$
Car Rental	(No. of days [ ] @ [ ] per day)	$
Personal Auto	(No. of miles [ ] @ 40¢ per mile)	$
Airport Parking		$
Lodging	(No. of nights [ ] @ $ [ ] per night	$
Meals	(No. of days [ ] @ $ [ ] per day	$
	SUBTOTAL TRAVEL	$

B. Supplies and materials (itemize and explain; attach additional sheet if necessary)

Item	$ Requested
	$
	$
	$
	$
	$
SUBTOTAL SUPPLIES AND MATERIALS	$

C. Permanent equipment (itemize and explain; attach additional sheet if necessary)

Item	$ Requested
	$
	$
	$
	$
SUBTOTAL EQUIPMENT	$

D. Publication expenses (itemize and explain; attach additional sheet if necessary)

Item	$ Requested
	$
	$
	$
	$
SUBTOTAL PUBLICATION EXPENSES	$

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

Item	$ Requested
	$
	$
	$
	$
	$
SUBTOTAL OTHER	$

TOTAL GRANT AMOUNT REQUESTED	$

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 or 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 outlined 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:

A. Documentation of IRB or IACUC approval

B. Documentation in support of the application's budget (*flight itineraries, printouts from travel booking websites, workshop brochures, equipment price lists or quotes, etc.)*