Berry College

2018-2019 Faculty Development

Grant Application

To: Dr. Mary K. Boyd, 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.

**Faculty Applicant’s Agreement:** The applicant agrees to:

1. Spend all funds allotted by June 30. All receipts must be dated before June 30 and MUST be submitted within 14 days of expense or completion of travel in which expenses occurred in order to be reimbursed. Any receipts received after the books have closed WILL NOT BE REIMBURSED. Please initial showing you understand and agree with this. \_\_\_\_\_\_
2. Contact the faculty development committee chair as soon as possible if the applicant finds that allotted funds will not all be spent. This will allow the committee to award those remaining funds to another faculty member. Please initial showing you understand and agree with this. \_\_\_\_\_\_

3. Submit a project report to the Provost, no later than August 15 following the end of the funding period. \_\_\_\_\_\_

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

Faculty Applicant’s Signature Date

Department Chair’s Comments (Comments should clearly indicate strength of support. Attach separate letter of additional comments as necessary):

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

Department Chair Signature Date

School Dean’s Comments: (Comments should clearly indicate strength of support. Attach separate letter of additional comments as necessary):

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

School Dean’s Signature Date

**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

Expenses involving professional development activities as a teacher/artist

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

Project requires research clearance (If applicable, receipt of funding is contingent upon IRB/IACUC approval)

*IRB (Human Subjects Research Protocol No.* Click or tap here to enter text.

*IACUC (Vertebrate Animal Research) Protocol No.* Click or tap here to enter text.

*ELM (Education Land Management Approval No.* Click or tap here to enter text.

*Appropriate forms have been submitted*

**ABSTRACT:** Provide a non-technical 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 or builds upon 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. |

E. Describe Publications/Performances/Anticipated Outcomes from previous funding

**PART III: PROPOSED BUDGET**

*Attach supporting documentation (flight itineraries, printouts from travel booking websites, workshop brochures, equipment price list or quotes, etc.) 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. @ $0.50 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 project; (explain why the project is significant and how it will contribute to the larger context of scholarship in the subject area) (cite as needed); (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. Required documentation in support of the applicant’s budget (*flight itineraries, printouts from travel booking websites, workshop brochures, equipment price lists or quotes, etc.)*
2. Documentation of IRB or IACUC approval/submission (if applicable, release of funding contingent upon IRB/IACUC approval.)