FACULTY PROJECT GRANT FORMAT
Each proposal must include the following items in the order listed. Each item shall be clearly labeled.
The maximum length of the application (parts I and II) is ten pages.

Part I. Cover Page (1 page). Use provided template.
1. Faculty Development Award Program: FACULTY PROJECT GRANT.
2. APPLICANT INFORMATION:
   Name:
   Department:
   Office:
   Office Phone:
e-mail address:
3. TITLE OF PROJECT:
4. AMOUNT REQUESTED:
5. SHORT PROJECT DESCRIPTION (200 words maximum):
6. ELECTRONIC SIGNATURE

Part II. (9 pages maximum, numbered, single spaced, 12 point font)
1. GOALS AND CRITERIA: State the tangible outcomes of this project and what you believe would be a fair criteria for evaluating the success of the project by the Provost and future FBC committees.
2. DETAILED PROJECT DESCRIPTION: Indicate how the goals of the project will be achieved. Include where the project will be conducted.
3. VALUE OF THE PROJECT: State the specific values of the project related to: (1) The Applicant's professional growth and status; (2) The scholarly community; (3) The Applicant's teaching and students; (4) The University; and (5) The non-academic community.
4. TIMETABLE OF ACTIVITY OR PROJECT. Include intended start and end dates.
5. BACKGROUND OF APPLICANT RELEVANT TO THIS PROJECT: List relevant research, education, teaching experience, etc.
6. OTHER SUPPORT AND COMMITMENTS: State all the supplemental funds, including any compensation that you have received or may receive, that are available for the project as well as other commitments that you have from NKU and/or other institutions. List both those to which you are committed and those for which you have applied. Supporting letters should be included in the Appendix. Applicants should specifically address the availability of funds at the department level in the application and encourage their chair/program director to confirm the statement in their letters.
7. DETAILED BUDGET and JUSTIFICATION OF BUDGET ITEMS

Part III. Appendix
1. SUPPORTING DOCUMENTATION. For example, this may include letters from collaborators, publishers, or individuals, groups, or organizations that may provide support for your project.
2. VITA: (maximum length of three pages)
3. PREVIOUS FBC AWARDS: (List by year all previous FBC awards. For each award provide a statement of the outcome of the award.) Faculty who have not completed reports for past FBC awards are not eligible. To confirm that you have submitted all development award reports contact the Faculty Senate secretary, Grace Hiles (hilesg1@nku.edu).