

Christopher Newport University
Faculty Development Grant Application

Part I – Grant Support

Name/Rank: _____

College/Department: _____

Title of Research Project: _____

Type of Project: ____ Professional Development ____ Instructional Development
 ____ Dissertation Grant

Brief Description of Project: _____

A. Department Recommendation:

Submit Part I, II, and III to your department chair who will circulate your proposal to department members.

<u>Signature/Date</u>	<u>Support</u>	<u>Nonsupport</u>	<u>Abstention</u>
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Chair's Comments:

C. Dean's Recommendation:

1. Support: _____ Nonsupport: _____
2. I would/would not be willing to consider release time for this faculty member to conduct this research. Give reasons for your answer. If answer is yes, give specifics for possible release time schedule.
3. Give priority assigned to this project relative to others submitted from your college.
4. Can you give additional information that would help the Faculty Senate determine if this research is worthy of funding?

College/Dean/Date: _____

D. Senate Recommendation:

Approved: _____ Disapproved: _____

Senate ranking among research projects submitted during application period: _____

Senate President/Date: _____

PART II – Grant History and Specifics of Proposed Funding

(Please type your responses and attach them to this document.)

- A.** Do you currently receive, or have you ever received, any funding for this project or parts of this project from CNU or external sources? **If so, please list all grants and the amount of funding awarded.**

- B.** If you have received previous funding **for this project**, list all products thus far (e.g. faculty and/or student papers, presentations, or posters).

- C.** Is this project a part or continuation of any other research you are currently conducting or have conducted in the past? If yes, explain fully.

- D.** Indicate total amount of money necessary to fund research project. List projected resources needed and provide justification for each item listed. Itemize and justify specific expenses such as clerical assistance, release time, special fees, student assistance, travel (not to meetings), tuition, and/or other expenses.

- E.** List by semester/year, title of grant, and amount awarded, **all CNU grants** that you have received for any project in the past five years.

PART III – Grant Proposal

(Please type your responses and attach them to this document.)

Write a complete description of the project. Use the following guidelines, when applicable, in developing your proposal:

- A.** The goals and objectives of the project.
- B.** Complete description of the nature of the research.
- C.** How your research will improve your academic expertise, and how it might relate to course content of courses that you presently teach or might teach in the future.
- D.** What contribution would this research make to the discipline?
- E.** Give ways in which the research might possibly grow into a more comprehensive project; i.e., describe, if appropriate, how and if this project will be done in various phases.
- F.** Give the time frame for completion of total project or parts of project.
- G.** Can you relate the project to pedagogical innovation?
- H.** What possible paper presentations and/or journal publications might result from the project?
- I.** What course reductions would be necessary or desired to complete the research?
- J.** In what ways is the research unique?
- K.** Please describe the deliverable product of this research and the means by which it can be evaluated.

PART IV – Faculty Research Grant Final Report

Name/Rank: _____

College/Department: _____

Grant Title: _____

Grant Ending Date: _____

Directions:

Please write a report on the progress of your project (Part A below) and include an exact accounting of expenses during the project period (Part B on next page). Submit the original of this report to the Provost. Send one copy of each to the president of the Senate and your department chair. If you presented a paper, please submit a copy of it to the Provost for inclusion in your dossier.

A. Grant Progress Report:

B. Final Financial Report:

List items or categories of expense. Please include copies of receipts for all grant expenses.

1.

2.

3.

4.

5.

6.

Total: _____

Grant Recipient's Signature/Date: _____