

**CHRISTOPHER NEWPORT UNIVERSITY
FACULTY DEVELOPMENT GRANT APPLICATION**

PART I: COVER SHEET

Name/Rank: _____

College/Department: _____

Title of Research Project:

Type of Project (choose one):

_____ Professional Development

_____ Instructional Development

_____ Dissertation Grant

Type of Request (choose one)

_____ Funding

_____ Course Load Reduction

Amount of Funding Requested (if applicable) _____

PART II. RECOMMENDATIONS

A. Department Chair's Recommendation

- a. _____ Support _____ Nonsupport
- b. _____ Rank of this project relative to others submitted from your department.
- c. Comments:

d. Chair's Signature and Date: _____

B. College Dean's Recommendation

- a. _____ Support _____ Nonsupport
- b. _____ Rank of this project relative to others submitted from your college.
- c. Comments:

d. Dean's Signature and Date: _____

C. Senate Recommendation:

- a. _____ Support _____ Nonsupport
- b. _____ Rank of this project relative to others.
- c. Comments:

d. Senate President's Signature and Date: _____

PART III: GRANT NARRATIVE

(Please type your responses.)

Formatting Guidelines for Part III: Grant Narrative: Applicants should observe the following formatting guidelines:

- three typed pages maximum;
- one-inch margins;
- font size no smaller than twelve.

Applications that violate these guidelines will not be considered.

Content Guidelines for Part III: Grant Narrative: The narrative *should not* assume specialized knowledge of the field or familiarity with discipline-specific jargon. The narrative *should* address each of the following areas:

1. **Contribution:** Provide a complete description of the intellectual significance of your project as it relates to the liberal arts and an overview of your project. The overview should include discussion of the following, as applicable to the project and/or discipline:
 - a. (*Professional Development and Dissertation Grants*) Describe the question(s) or problem(s) addressed by this project and explain how your project will advance or challenge received knowledge in this area.
 - b. (*Professional Development*) Describe the creative merit of the project and explain its potential impact with respect to the discipline.
 - c. (*Instructional Development Grants*) Describe the ways in which your project will enhance your instructional expertise and/or increase your effectiveness as an instructor.
2. **Process:** Provide a timeline for completion for your project that contains specific progress goals as well as brief descriptions of each goal and the methods used to achieve each goal. Indicate clearly which stage(s) of your project will be supported by the grant. If your project requires travel, specify the venue(s) to be visited and the duration of the stay(s), and explain why the travel is necessary for the successful completion of the project. If your project requires access to specialized resources, specify what the resources are, explain why they are necessary for the successful completion of the project, and describe how you will gain access to them.
3. **Final Product:** Describe the deliverable products for this project, the means by which they will be delivered and the intended audience.

PART IV: GRANT HISTORY AND SPECIFICS OF PROPOSED FUNDING

(Please type your responses.)

- A. Grant History:** Provide the following information for all grants awarded within the past three years for any project, including the project proposed in this application.

Source of Grant (e.g., Faculty Development Grant, NEH, etc.)	Amount Awarded	Briefly describe the purpose of the grant.	List the products that resulted from the grant, or provide a brief progress report.

B. Proposed Project

- If this is a multi-year project, indicate the total amount of money necessary to fund entire research project. _____
- Indicate the amount of money you require to move the project forward during the period of this grant (one year). _____
- Indicate the amount of money you are requesting with this application. _____
- If you have applied or will apply for other grants to fund your project this year, provide the following information:

Source of Grant (e.g., Faculty Development Grant, NEH, etc.)	Amount Requested

- Provide an itemized list of expenses to be covered by the amount of money needed to move the project forward during the period of this grant. Justifications for these expenses should be included in the narrative (see instructions for Part III "Process").

Item, e.g., equipment (specify the equipment needed), subvention, airfare, lodging, etc.	Dollar Amount

FACULTY RESEARCH GRANT FINAL REPORT

Submit this form electronically to the Provost, and copy the Senate President.

Name/Rank: _____

College/Department: _____

Grant Title: _____

Grant Ending Date: _____

A. Grant Progress Report: Please write a one-page summary on the progress of your project to date, and include an exact accounting of expenses during the project period (Part B below).

B. Final Financial Report: Provide an itemized list of expenses.

Your electronic submission of this form to the Provost constitutes your assurance that the information contained in this report is complete and accurate to the best of your knowledge.