**Cover Sheet**

**Faculty Research and Development Grant**

Forward proposals to chair of appropriate subcommittee:

Chair of Faculty Research and Development Committee (Chair can be found on Faculty Senate Webpage)

Proposals for Faculty Connections are due the **last Monday in January**

**All submissions must follow the guidelines provided below. Submissions that do not follow these current guidelines will not be considered for approval.**

**Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If the current proposal is accepted/funded, the University Committee on Faculty Development would like to make the document available in the future for perusal by other faculty, on a University website, to serve as an example of a successful proposal. All personally identifying information will be deleted from the proposal before it is made available to the faculty. All applications for Sabbaticals, Connections, and Research and Development Grants, notification letters, and reports submitted upon completion of leaves and grants will be stored electronically so that they may be readily available to the members of the Committee on Faculty Development and University administrators as needed in connection with future leave and grant applications.**

**I agree** [ ]  **I do not agree** [ ]

 **to allow the University to use the current proposal in future years as an example of a successful proposal.**

**Name of applicant**

Click here to enter text.

**Address (Home and Office)**

Click here to enter text.

**Phone Number (Home and Office)**

Click here to enter text.

**Type of grant sought**

[ ]  **Faculty Research Grant** [ ]  **Faculty Development Grant**

**Period during which the grant will be used**

Click here to enter text.

**Amount requested**

Click here to enter text.

**Date of submission**

Click here to enter text.

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGN OFF SHEET FOR FACULTY RESEARCH AND DEVELOPMENT GRANT PROPOSAL APPROVAL**

FACULTY MEMBER

Click here to enter text.

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of Proposal

**Yes** [ ]  **No** [ ]

**Faculty Research and Development Grant Application**

**Project Abstract**

In the space below, please provide a project abstract (minimum 100 words; maximum 250 words)

Click here to enter text.

In the spaces below please provide the following information:

 ***Goals:*** *In the space below, please provide a description of the specific project goals with attention to specificity, clarity, creativity, and originality.*

Click here to enter text.

***Procedures:*** *In the space below, please describe the project including very clear and specific justification of all budget items. A time-line for the development and completion of the project must also be included. If applicable, also describe the subjects to be used and their expected roles (The necessary consent forms for animal and human research are available in the office of the PVPAA and a copy must be attached to the proposal as an addendum).*

Click here to enter text.

***Expected outcomes:*** *In the space below, please describe the expected results of the project and the impact upon courses, students, and your profession. Describe plans for publication, presentation, course materials, and other means of disseminating, or implementing the results at Longwood University.*

Click here to enter text.

***Benefit to Longwood.*** *In the space below, please explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.*

Click here to enter text.

***Current status of the project.*** *In the space below, please describe what preliminary research you have already undertaken and other preparation you have accomplished thus far.*

Click here to enter text.

**Vita**

In the space below, please insert an up-to-date vita.

Click here to enter text.

**Budget**

In the space below, please include both a total figure sum for your request and an itemized categorical listing of how the requested funds will be used. Every attempt should be made for the efficient use of funds. Note: Funds distributed may be subject to state and federal taxes.

Click here to enter text.

**Previous Grants**

In the space below, please list all previous grants received from Longwood and outside sources (including Longwood Foundation), including:

1) The type of award received

2) The dates the awards were received

3) The time periods covered by the awards

4) The purpose of the awards

5) The results/products/outcomes of those grants

6) Whether or not the stated goals of the awards were achieved

Click here to enter text.