LAWRENCE UNIVERSITY

# GRANT APPLICATION FOR FACULTY RESEARCH/ACTIVITIES/WORKSHOPS

Please complete this form and return it to the Provost and Dean of the Faculty Office. If you have other funds available to you for the purpose of research and/or professional development, those funds will be applied to your project or activity first.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Application**: |  | | | | | | | |
| **Name(s) of Applicant(s)**: |  | | | | | | | |
| **Purpose of Application:** |  | Research/Scholarship | |  | Creative/Artistic Activity | | | |
|  | Curricular Development or Workshop | | | |  | Special Event | |
| **Funding:** |  | I have partial funding. I am seeking additional support. | | | | | | |
|  | I have no other sources for funding. | | | | | | |
| **Expected Start Date:** |  | | **Expected Completion Date:** | | | | |  |

**Do not use this form to request student summer research support**. A separate form is available to request support for student stipends.

Note: Funds needed for preparing textbooks, anthologies, CD’s, novels, paintings, or other similar **work from which income is expected will not be supported.** Faculty members planning sabbaticals should seek supplementary support from external foundations and agencies.

**SECTION I. PROJECT SUMMARY**

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| --- |
| 1.) What is the project/activity and the purpose for which you seek support? |
| Response: |

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| --- |
| 2.) How does this project/activity relate to your professional interests? |
| Response: |

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| 3.) Will other faculty be involved in the project/activity funded by this grant? If so, in what capacity? |
| Response: |

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| --- |
| 4.) What is the anticipated end result of this project/activity? |
| Response: |

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| 5.) If you have secured external funding or have other resources for funding, explain here: |
| Response: |

**SECTION II. BUDGET PROPOSAL**

Funding is disbursed during the fiscal year that the funds are approved with some exceptions. Please reference **Chapter V of the Faculty Handbook** for spending guidelines and allowable expenses for internal grants. Again, any internal or external funding currently available to you must be expended first. Please complete the sections below.

**Duration of Project (check one):**

Fiscal year: I will use the funds provided within the current fiscal year (Ending June 30)

Multi-year: I expect this project to cross fiscal years and therefore request an approval for $ in this fiscal year, and $ in the next fiscal year.

**Projected Budget Summary (based on funds needed each fiscal year of the project):**

|  |  |  |
| --- | --- | --- |
| **Current Year** | **Additional Year** | **Description:** |
| $ | $ | for transportation expenses |
| $ | $ | for lodging or short-term living expenses |
| $ | $ | for materials and/or supplies |
| $ | $ | for meals or food purchases |
| $ | $ | for catering |
| $ | $ | for lessons/training |
| $ | $ | for honoraria for guests |
| $ | $ | for participation stipends |
| $ | $ | for other expenditures (explain below) |
| **$** | **$** | **TOTAL REQUEST** |

|  |
| --- |
| **Other expenditures (explain/list):** |

**Mandatory:** At the end of the summer or academic year in which funded projects occur, grant recipients will submit (separately or in their annual report) to the Provost and Dean of the Faculty a full report on expenditure of their grant(s) and on what was accomplished with the support of the grant(s). This report is very useful for Lawrence in our efforts to improve stewardship for our current supporters and can be used as examples to inspire future supporters.

Attach any supporting documents you deem helpful in facilitating the decision process. Send completed form to the Provost and Dean of the Faculty Office for consideration.