

Do Not Staple

Faculty Scholarship/Summer Scholarship Stipend - 1



**Berry College
Faculty Scholarship Grant and
Summer Scholarship Stipend Application**

To: David Slade, Provost
Through: Chair, Department of
Through: Dean, School of

Applicant Name:

Project Title:

Amount Requested:

Grant Begin Date:

Grant End Date:

Location of Activity:

Faculty Applicant's Agreement:

1. Spend all funds allotted by June 30. In order to be reimbursed, all receipts must be dated before June 30 and MUST be submitted within 14 days of expense or completion of travel in which expenses occurred. Any receipts received after the books have closed WILL NOT BE REIMBURSED. Please initial showing you understand and agree with this. _____
2. Contact the faculty development committee chair as soon as possible if the applicant finds that allotted funds will not all be spent. This will allow the committee to award those remaining funds to another faculty member. Please initial showing you understand and agree with this. _____
3. Submit a project report to the Provost, no later than August 15 following the end of the funding period. _____

Faculty Applicant's Signature

Date

Department Chair's Comments (Comments should clearly indicate strength of support. Attach separate letter of additional comments as necessary):

Department Chair Signature

Date

School Dean's Comments: (Comments should clearly indicate strength of support. Attach separate letter of additional comments as necessary):

School Dean's Signature

Date

Please Submit form and attachments by the deadline to Cook 219
Deadlines for Faculty Scholarship Grants: 3rd Wednesday of April, August, October, February
Deadline for Summer Scholarship Stipend: 3rd Wednesday of February

PART I: Project Basics

This application involves (check all that apply):

- Faculty Scholarship Grant
- Summer Scholarship Stipend
- Supplies
- Subvention for publication (illustrations, copyright permission, etc.)
- Start-up funds for a new project
- Funds to support transition for a new project
- Attendance at a workshop, seminar, or a special session of a conference
- Project requires research clearance (If applicable, receipt of funding is contingent upon IRB/IACUC approval)
 - IRB (*Human Subjects Research*) *Protocol #:*
 - IACUC (*Vertebrate Animal Research*) *Protocol #:*
 - ELM (*Education Land Management*) *Approval #:*
 - Appropriate forms have been submitted*

ABSTRACT: Provide a non-technical abstract of **not more than 200 words** in the space below. Please describe the project’s purpose, methods, goals and how it furthers your scholarship goals.

PART II: Grant History

A. If this application is for an on-going research or development for which you have received a Berry College Faculty Scholarship Grant (formerly “Faculty Development Grant”) and/or Summer Stipend in the past three years, list those grants here.

Year	Project Title Please indicate if the project was covered through the Summer Research Stipend.	Amount	Project Outcome (e.g., presentation, publication, performance, etc.)

Indicate how this proposed project differs from or builds upon those previously funded projects.

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B. Indicate all other Berry College Faculty Scholarship Grants and/or Summer Stipend in the past three years that were not listed above.

Year	Project Title Please indicate if the project was covered through the Summer Research Stipend.	Amount	Project Outcome (e.g., presentation, publication, performance, etc.)

C. Please list all external grants funded during the previous three years.

Year	Project Title	Amount

D. List other sources of funding for this project that are pending or for which you intend to apply.

Source	Amount Sought

E. Describe Publications/Performances/Anticipated Outcomes from previous funding

PART III: PROPOSED BUDGET (FOR FACULTY SCHOLARSHIP GRANTS ONLY)

Attach supporting documentation (flight itineraries, printouts from travel booking websites, workshop brochures, equipment price list or quotes, etc.). Be sure to justify budget in Part IV (Description of Project).

A. Travel

Item	\$ Requested
Airfare:	
Car Rental: (no. of days @ Per day)	
Personal Auto: (no. of miles @ \$0.50 per mile)	

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Airport Parking:		
Lodging: (no. of nights	&	Per night)
Meals: (no. of days	@	Per day)
SUBTOTAL TRAVEL		

B. Supplies and materials (itemize and explain; attach additional sheet if necessary)

Item	\$ Requested
SUBTOTAL SUPPLIES AND MATERIALS	

C. Permanent Equipment (itemize and explain; attach additional sheet if necessary)

Item	\$ Requested
SUBTOTAL EQUIPMENT	

D. Publication Expenses (itemize and explain; attach additional sheet if necessary)

Item	\$ Requested
SUBTOTAL PUBLICATION EXPENSES	

E. Other Expenses (itemize and explain; attach additional sheet if necessary)

Item	\$ Requested
SUBTOTAL OTHER	

TOTAL GRANT AMOUNT REQUESTED	
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PART IV: Description of Project (Do not exceed two single-spaced pages)

Attach a description of your project. Please include (a) an introduction with a definition of statement of the project; (explain why the project is significant and how it will contribute to the larger context of the scholarship in the subject area—cite as needed); (b) an explanation of the project including a discussion of the research design and/or methods and personnel involved, as applicable; (c) plans to disseminate the project's results and/or how the results will be incorporated into teaching; (d) justification for proposed budget outline in Part III (faculty scholarship grants only).

PART V: Curriculum Vitae

Attach an abbreviated CV of no more than two single-spaced pages that includes recently published work directly related to this project (as applicable).

PART VI: Appendices

Attach to this application, if applicable, the following:

- A. Documentation in support of the applicant's budget (*flight itineraries, printouts from travel booking websites, workshop brochures, equipment price lists or quotes, etc.*)
- B. Documentation of IRB or IACUC approval (if applicable, release of funding contingent upon IRB/IACUC approval).