**Provost’s Scholar Award**

**Faculty Seed-Grant Program**

**Application**

The Provost’s Scholars Award Faculty Seed-Grant Program for 2014-2015 is designed to support faculty in conducting pilot studies to support applications for major grant awards.

* All tenured or tenure-track faculty members are eligible to apply.
* Grant awards will range up to $10,000 for exceptional proposals. Most awards will average $2,000.
* Requests for funding of activities completed prior to proposal submission will not be considered. Continuation of unfunded, ongoing activities may be considered.
* A final report, itemized list of expenditures, and grant proposal is required after project completion.
* Recipients are expected to share the outcomes of the funded project with the campus community through documented departmental, college, university or classroom presentation.
* Only one submission per application period is permitted. Applicants receiving funding during the fall application period may not reapply for the spring funding period.

**Seed-Grant Application Process**

Application forms are available on the AAR website. Please be sure that all required information is provided. Include an exact budget for each request.

**Timeline For Fall 2014 Application**

October 6, 2014 Completed application due to Office of the Provost

October 31, 2014 Faculty are notified whether their proposals have been approved

**Timeline for Spring 2015 Application**

January 12, 2015 Completed application due to Office of the Provost

January 31, 2015 Faculty are notified whether their proposals have been approved

**Funding is available only for pilot studies used to apply for a larger grant. The grant for which you wish to apply must be listed in the application.**

**Funds will NOT be provided for the following:**

* Faculty salaries or reassigned time
* Support of graduate students receiving fellowships or assistantships
* Classroom equipment, textbooks, and office supplies
* Travel to professional meetings (travel funds can only be used for field work or other on-site research or training activities)

**Funds must be expended by June 30, 2015.**

**Provost’s Scholars Award**

**Faculty Seed-Grant Program**

**Application Deadlines:**

**First call – October 6, 2014**

**Second call – January 12, 2015**

The Provost’s Scholarship Award Faculty Seed-Grant Program supports faculty initiatives for conducting pilot studies to help apply for major grants. Proposals must include completed title page with all required signatures and a project description, plan and timeline, and budget according to the following format. **Narrative with budget should not exceed six pages.**

**Proposals should include:**

**1. Application cover page (provided).**

**2. Project Description stating each of the following:**

* Focus of project
* Objectives and anticipated outcomes of the project
* How this project relates to the funding priorities, such as impact on the students, university, and/or community
* The grant for which you will apply in the future

**3. Implementation Plan and Timeline**

* List activities required to accomplish objectives
* Identify individual(s) responsible

**4. Budget:**

* List exact amounts required for each category of expense
* Provide a budget justification that accompanies the itemized list of project expenses should explain the costs so that a reviewer can see how the expenditure relates to accomplishing project objectives. The budget justification should explain, for example, duties of student assistants, precise types and cost of equipment and supplies; purpose and location of travel to conduct research or participate in training.

**5. Letter(s) of Support:**

* If the proposed project includes the cooperation of an organization or department outside the applicant’s department, provide a letter of support from a representative indicating willingness to participate in the project.

**Application Cover Page**

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**Application Deadlines:**

**Fall - October 6, 2014 Spring – January 12, 2015**

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| **Name:** |
| **College:** | **Department:** |
| **Application Date:** |
| **Title of Project:** |
| **Brief Description of Project:** |
| **Total Budget Requested:** | **Potential Grant Source(s):** |
| **Approvals** |
| **Department Chair/Direct Supervisor** | **Date:** |
| **Dean** | **Date:** |