

Appalachian State University Foundation Fellows

Proposal Requirements

All proposals must be submitted electronically in a PDF file, using the Proposal Template on the Hubbard Center website (<http://www.hubbard.appstate.edu/grants/>).

1. Cover Sheet

This single sheet includes:

- the applicant's name
- career stage (pre-tenure, tenured and mid-career, tenured and late career, non-tenure track)
- department, phone number, and email address
- names of other faculty participating in the project (if applicable) and their career stages
- the project's title
- amount requested
- if the applicant has received an ASUFF Grant in the past

2. Summary of the Project

The summary provides an overview of the project and a synopsis of the items in the Narrative Description (#3 below). The summary is to be written in the active voice, single-spaced, and 12 point Times font, and may not be longer than one (1) page.

3. Narrative Description

The narrative provides detailed descriptions of the:

- Problem or need that the project addresses;
- Goals and objectives of the project;
- Plan to achieve the goals and objectives (implementation);
- Potential impact on the applicant's career (i.e., teaching, scholarship/creative activity, outreach/public service)
- When appropriate, the potential impact on the careers of the other faculty participating in the project (i.e., teaching, scholarship/creative activity, outreach/public service);
- Potential impact on others (students, community, region, etc.).

The description is to be written in the active voice, single-spaced, and 12 point Times font, and may not be longer than three (3) pages, including references.

4. Evaluation Plan

The evaluation plan provides detailed and specific information about the assessment of the project: the methodology (how the goals and objectives will be measured) and the evaluators (who will provide the evaluation), and the timeline for the evaluation (when).

The evaluation is to be written in the active voice, single-spaced, and 12 point Times font, and may not be longer than one (1) page.

5. Dissemination Plan and Product of Scholarship

The dissemination plan provides detailed and specific information about sharing the results of the project. Applicants should describe how, to whom, and when the results of the project

will be disseminated. The results of the project should be disseminated via a product of scholarship (presentation, article, book, performance, exhibit, website, video, toolkit, curriculum, etc.). The product of scholarship should be peer-reviewed, and qualify as any of Ernest Boyer's (1990) four definitions of scholarship: the scholarship of discovery, the scholarship of integration, the scholarship of teaching and learning, or the scholarship of application (outreach/public service). Applicants should also discuss the likelihood that external funding will be sought in the future, to extend or build upon the current project. This section is to be written in the active voice, single-spaced, and 12 point Times font, and may not be longer than one (1) pages.

6. Time Line

The timeline specifies each step of the project, when each step is to be completed, and who will complete it. The timeline should include approximate dates of when the activities in #3 through 5 above will be completed and when the final report will be submitted to the Hubbard Center. The information in the timeline is to be presented in a table.

7. Budget

This section provides a detailed, itemized budget for the requested funding, bearing in mind that the program's upper limit is \$5,000 and funds are available only for expenses incurred between July 1, 2010 and May 15, 2011. Quotes are attached for equipment, books and materials, courses, registration fees, surveys, assistance, etc. Travel expenses are itemized, and quotes attached for airfare (and international insurance, if applicable). Subsistence is calculated using North Carolina State guidelines. Consultant fees include supporting documentation on the qualifications of consultants and their standard business rates. Any items that are funded, or potentially may be funded, from other sources must be itemized and indicate the name of the funding source. The information in the budget is to be presented in a table.

8. Curriculum Vita

9. Chair Recommendation

The Chair Recommendation is to be confidential and submitted separately via email to the Hubbard Center by January 8, 2010. Applicants are responsible to forward a copy of the proposal and the Chair Recommendation form to their chair (or supervisor) in a timely manner for completion. Applicants can find the electronic template at <http://www.hubbard.appstate.edu/grants/>.