

COLLEGE OF HUMANITIES AND FINE ARTS

**FACULTY DEVELOPMENT
PROBATIONARY FACULTY APPLICATION FORM**

Academic Year 2007-2008

Name _____

Department _____

Date _____ Telephone _____

PROJECT TITLE:

Narrative Description of Development Application:

Please provide a narrative on a separate sheet or sheets of paper, using a maximum of two pages, double-spaced. The narrative should include:

- Abstract
- A rationale for the project
- The specific faculty development aims of the project (cf. evaluation criteria)
- A time-line (note that all funds awarded must be spent by **May 31, 2008**)
- A detailed budget, using the attached form

On the budget form, please state the dollar amount requested; the maximum amount of award is **\$500** and limited to one per probationary faculty per academic year. Please list any additional sources where and when you have sought or will seek support for this proposal. If any of these sources have provided funding, please indicate the amount.

Applicant Signature _____ Date _____

Department Head Signature _____ Date _____

If you have any questions regarding this application, please call 3-2725.

Submit complete application packet (application form, budget sheet, and narrative) to the office of the Dean of the College of Humanities and Fine Arts, 269 CAC, 0358.

**CHFA Faculty Development Budget Sheet
Probationary Grant**

Travel Expenses: (please itemize and include source of fare quote)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Subtotal \$ _____

Personnel:

Salaries (show computation) \$ _____

Wages (show computation) \$ _____

Subtotal \$ _____

Permanent Equipment:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Subtotal \$ _____

Consumable Supplies: (please itemize)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Subtotal \$ _____

Other Expenses: (please itemize)

1. _____ \$ _____

2. _____ \$ _____

Subtotal \$ _____

| | |
|---------------------|-----------------|
| Total Budget | \$ _____ |
|---------------------|-----------------|

Amount allocated by other funding sources \$ _____

*All funds must be spent by **May 31, 2008.***

[NOTE: Procedures for Honoraria Payments can be found on the Office of Business Operations website
www.vpaf.uni.edu/obo/accounts_payable/honoraria.shtml]