

COLLEGE OF HUMANITIES AND FINE ARTS

FACULTY DEVELOPMENT SMALL GRANT APPLICATION FORM

Academic Year 2007-2008

Name _____ Date _____

Department _____ Telephone _____

Application

Please provide a narrative account of your request, emphasizing how it will enhance your development as a faculty member. Check general College Guidelines for additional information and requirements on CHFA Small Grants. Use separate sheets for a description and rationale of the proposed project (limit two pages, double-spaced), and include a budget using the attached form. Maximum amount of each award is **\$300**; please, clearly state the dollar amount requested. All funds awarded must be spent by **May 31, 2008**.

Small grants are limited to one per person per academic year.

Additional Funding

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 your completed application to the office of the Dean of the College of Humanities and Fine Arts, 269 CAC, 0358.

**CHFA Faculty Development Budget Sheet
Small 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	\$ _____
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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]

