**Short-Term Faculty Improvement Grant Application Cover Sheet**

**Name:** **On sabbatical during proposed travel dates:**  [ ]  Yes [ ]  No

**Department/Center:**  **College/School:**

**First year at SCSU:** **Fixed-term Appointment:**  [ ]  Yes [ ]  No

**In the past five years, short-term grants you have received:**

**Title** (add spaces in this field to enter semester/year and $) **Semester/Year Amount**

**Workshop or short course(s) for which you are applying:**

**Title:**

**Location:**

**Workshop/short course(s) dates:**

**Total Days (excluding travel):**

**Your proposed travel dates:**

**SIGNATURES**:

**Aligns with faculty member’s professional development plan:** **[ ]** Yes [ ]  No

Comments:

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Department Chairperson Date

**College/School:** [ ]  Acknowledge

Comments:

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Dean/Director Date

**Short-Term Faculty Improvement Grant Application Narrative**

**Project Description:** Describe your project, stating how you will use the funds. Explain in *detail* how and why the project is important and how it will meet the criteria:

1. The workshop/course prepares faculty for current or new teaching assignments and/or aligns with faculty member’s professional development plan.
2. It should be interactive, hands-on training focused on a single topic, and demand active participation.
3. It should be a non-credit workshop or non-credit course of 1-14 days in length.

Your description should include which parts of the program will be important to you, how well you are prepared to take advantage of the program, and in what ways you expect to participate interactively in the workshop/course.

**Contribution to Department:** What is the benefit of the proposal to the department or instructional program? How do you plan to disseminate expertise gainedow do you plan to disseminate expertise gained as a result of the workshop/course? If you have received funding in the past for a similar workshop, explain how this application provides benefits to your professional development and/or to your department beyond what was provided by the previous workshop.

**Contribution to SCSU:** Explain how this application provides benefits to the university. If you have received funding in the past for a similar workshop, explain how this application provides benefits to the university beyond what was provided by the previous project.

**Budget Justification:**Provide a short summary of your budget, explaining where you obtained the figures for your budget. Include any pertinent information about factors affecting the cost of your workshop and/or travel. Also include reasons for any expenses in the OTHER category on the Expense Summary and for any other out of the ordinary expenses, such as rental car. Budget items that are not justified may not be funded.