

# University Research Grant Application Details:

(OFFICIAL LINK TO THE ONLINE APPLICATION WILL BE SENT VIA COLLEGE LISTSERV IN EARLY JANUARY.)

## USE THIS INFORMATION IN PREPARATION TO APPLY FOR THE FOLLOWING FUNDING OPPORTUNITY: FACULTY DEVELOPMENT GRANT (FDG)

### Proposal Abstract

The *abstract* or *executive summary* is a brief overview (**200 words or less**) of what the grant reviewers will find in your full grant application. Include in your abstract a brief synopsis of the major sections of the proposal, such as: Need, Significance of Project, Objectives, Projected Outcomes, Project Methods or Research/Creative Plan to meet Objectives.

- You will be asked to upload the abstract as a file.

### Statement of Need/Significance of Professional Development

Statement of Need/Significance of Professional Development proposed should address the problem to be addressed or the *need* for this training. This section should describe for the reviewers the project's significance to the applicant's professional growth relating solely to research (i.e., not teaching).

- This section should be no longer than one-page in length and uploaded as a file.

### Objectives/Outcomes of Professional Development

Objectives of proposed Professional Development/Projected Outcomes should clearly describe the skill development objectives and goals aligned to the project's purpose and focus. This is typically written as a bulleted list with supporting narrative. Objectives are specific statements of what you will accomplish with the proposed training or what is the expected result at the end of your faculty development.

- This section should be no longer than one-page in length and uploaded as a file.

### Timeline Reflective of Professional Development Plan

The Timeline Reflective of the Professional Development Plan should describe the skill development opportunity and include a reasonable timeline for accomplishing the goals and objectives listed in the previous section. This section should clearly articulate the discipline specific methodology or approach by which the project objectives will be achieved.

- This section should be no longer than one-page in length and uploaded as a file.

## Budget and Budget Narrative/Funding Request

A University Research Grant-Budget Form Template is provided as part of the online application process and must be used for the proposal to be considered. The form should detail the total cost of the research/project, the amount of URG funding being requested, and clearly link the request to the proposed project activities and goals. The funding request should be broken down to reflect actual costs with support for figures included which may include seminar, workshop, training program fees, airfare, lodging, or other allowable FDG expenses. Space for context and narrative is provided in the column titled "Description and Justification" on the form.

- Upload the completed spreadsheet to the appropriate location online. Supporting documentation may also be uploaded to the "Optional Documents" section if warranted.

## Record of Scholarly/Creative Accomplishments

Applicant's Scholarly/Creative Accomplishments will serve as an indication of the applicant's potential to complete the proposed Faculty Development successfully, his/her past research accomplishments (publications, presentations, performances, exhibitions, etc.) will be carefully considered in the evaluation process.

- Note: Include a listing of previously awarded FDG (internal) grants and associated dates, as applicable. This section should **not exceed two pages** and be uploaded as a file. *Individual faculty may only be awarded this grant twice throughout their career at Illinois State University.*

## Optional Documents

Any information provided in the "Optional Documents" section should be uploaded as individual files.

- Bibliography
- Appendix
- Other supporting documentation as warranted.