

FACULTY DEVELOPMENT FUND RESEARCH AND EQUIPMENT APPLICATION

FDF Cycle: Fall Spring 20_____

NAME:

Department/Program: _____

Rank: Assistant Prof. Associate Prof. Full Prof.

Employment status: Term Tenure Track Tenured

STATEMENT OF OBJECTIVES

*Instructions: Please replace these instructions with your own narrative. Please note: **Applications with inadequate statements of objectives are likely to be denied.***

Please describe in 300-1000 words

- (1) the overall research project or creative work
- (2) where it fits in your ongoing scholarly or creative work
- (3) the specific goals to be achieved through the requested FDF Research and Equipment Funding and
- (4) the rationale for the equipment, software, services, and/or research-related items required.
- (5) If you are requesting funds to cover research assistant hours
 - Provide a list and explanation of RA duties and the time frame for their completion
 - If you are requesting funds to hire graduate students as RAs, please explain why undergraduates are not able to perform this work
 - Provide an explanation of plans for posting and advertising the job
 - Provide a sample job posting that includes the following required Equal Opportunity Statement:

“The University is an equal opportunity institution of higher education. The University does not discriminate in employment, educational services and academic programs on the basis of an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition (cancer-related and genetic-related) and disability, and the other bases prohibited by law. The University reasonably accommodates qualified individuals with disabilities under the law.”

PROGRESS REPORT (IF APPLICABLE)

If you are requesting a renewal or continuation of funding for a previously approved project, please provide a report on the progress of that project.

ITEMIZED BUDGET AND BUDGET RATIONALE

Instructions: Please complete the itemized budget table below, making sure to include a screenshot of the price quote and rationale or explanation for each item. If you are requesting funds for RA hours, please use gnosis to calculate the total costs. It is important that you make sure you have followed the guidelines carefully, that you explain any exceptions you are requesting, and that the numbers you put here match those in your online (gnosis FDF application) budget.

Note: Requests greater than \$4000 will receive additional scrutiny from the FDF Award Committee, which may request an external letter of support.

Itemized Budget

Item	Price Quote and Rationale (be sure to include screenshots of price quotes BELOW the table)
<i>Add more rows if needed.</i>	
Exceptions: Please explain any exception here:	
Total	

INSERT SCREENSHOTS OF QUOTES HERE

Note: If you are combining multiple projects or conferences into a single trip, please provide both the combined budget (which should match your gnosis FDF application budget) and individual budgets for each project or conference in case the FDF Committee denies one element of the combined research application.

INCOMPLETE APPLICATION ACKNOWLEDGMENT

By checking the box, I acknowledge that failure to include required quotes will result in an incomplete application, which may prevent my application from being reviewed for funding.

CBA ACKNOWLEDGMENT

I understand that, as stated in the Collective Bargaining Agreement, “Failure to use FDF/LDF for the stated purpose shall obligate the Association member to reimburse the FDF/LDF in full.”

Name

Date