

**LAWRENCE UNIVERSITY
GRANT APPLICATION FOR FACULTY PROJECTS**

Please complete this form and return it to the Provost and Dean of the Faculty Office. If you have other funds available, either internal or external to use for research and development purposes, those funds should be considered prior to submitting a grant application. Attach any supporting documents you deem helpful in facilitating the decision process.

| | | | |
|------------------------------------|--------------------------|--|--------------------------|
| Date of Application: | | | |
| Name(s) of Applicant(s): | | | |
| Select Type of Application: | <input type="checkbox"/> | Research Grant | <input type="checkbox"/> |
| | <input type="checkbox"/> | Distinctiveness Grant | |
| | <input type="checkbox"/> | Curricular Development/Workshop Grant | |
| Expected Start Date: | | Expected Completion Date: | |

Note: Funds needed for preparing textbooks, anthologies, CD's, novels, paintings, or other similar **work from which income is expected will not be supported.**

SECTION I. PROJECT SUMMARY

1. What is the project and purpose for which you seek support, and, if applicable, in what ways does this project reflect an innovation or new direction?

2. How does this project relate to your professional interests?

3. Will students be involved in the project funded by this grant? In what capacities?

4. What is the anticipated end result of your project?

5. Have you applied for and/or received outside funding to support this project?

SECTION II. BUDGET PROPOSAL

Funding is disbursed during the fiscal year that the funds are approved with the exception of paying student summer research assistants. Following this application is an excerpt from **Chapter V of the Faculty Handbook** outlining allowable expenses and spending guidelines for the type of grant you are applying for. Please complete the sections below.

Duration of Project (check one):

_____ Fiscal year: I will use the funds provided within the current fiscal year (July 1 through June 30)

_____ Multi-year*: I expect this project to span more than one fiscal year and therefore request an approval for the TOTAL budget for this project: \$ _____

(* Multi-year: If a faculty member is applying for student research assistance for a project that will, for instance, begin in June and end in August, the faculty member should select “multi-year” because during that time frame one fiscal year will close out and a new fiscal year will begin.)

Projected Budget Summary (based on funds needed each fiscal year of the project):

| Current Year | Second Year | Third Year | Description: |
|--------------|-------------|------------|---|
| \$ | \$ | \$ | for student wages |
| \$ | \$ | \$ | for transportation expenses |
| \$ | \$ | \$ | for lodging or short-term living expenses |
| \$ | \$ | \$ | for photocopying |
| \$ | \$ | \$ | for equipment and/or supplies |
| \$ | \$ | \$ | for catering or food purchases |
| \$ | \$ | \$ | for honoraria for guests |
| \$ | \$ | \$ | for participation stipends |
| \$ | \$ | \$ | for other expenditures (explain below) |
| \$ | \$ | \$ | TOTAL REQUEST |

Explain “other expenditures”:

If requesting funding for Student Research Assistance:

| Name of Student (limit two): | Start Date: | End Date: | Hourly Wage: | Flat Salary: |
|------------------------------|-------------|-----------|--------------|--------------|
| | | | \$ | \$ |
| | | | \$ | \$ |

Comments:

(A grant statement must be completed to employ a student. Contact the Briggs Hall Administrative Assistant for help.)

Mandatory: At the end of the summer or academic year in which funded projects occur, grant recipients will submit to the Provost and Dean of the Faculty a full report on expenditure of their grant(s) and on what was accomplished with the support of the grant(s).