

OUTLINE FOR A TYPICAL PROPOSAL

FACULTY DEVELOPMENT AND ENRICHMENT PROGRAM OR PROJECT

1. COVER PAGE (use attached pdf file)
2. BRIEF STATEMENT OF OBJECTIVES

On one page or less, doubled-spaced, present a concise statement of the major purpose(s) of the proposed project or activity.

3. LIST OF PROPOSED BENEFITS TO THE UNIVERSITY

This section should address the probable impact of the project/activity on your professional development and/or your discipline. The faculty member submitting the proposal should comment on the project's significance to the general academic community and the teaching mission of Angelo State University. (For example, how will it improve the quality of instruction provided to students and will it result in a publication?)

4. SUMMARY

Provide a concise statement, not to exceed 200 words, including the significance of the proposed project and the methods to be employed. The summary should be stated in non-technical language that will be readily understood by all members of the Faculty Development and Enrichment Committee.

5. NARRATIVE

The description of this section in the guidelines is purposefully left to the discretion of the faculty member because the University wishes to encourage as wide a variety of high quality, creative proposals as possible. However, the proposals should include a description of the end product of the project, identification and description of the component tasks of the project with the time allocation planned for each task, and identification of the benefits of the project for advancing technological instruction at Angelo State. The amount of salary to be awarded will be commensurate with a clear description of the component tasks of the project with a time and date allocation for each task to be performed during the time when the salary is paid. The narrative, if applicable, should include a more detailed description of the proposed project/activity and depending on the project might include the following: the significance of the project and the underlying rationale of the approach, a concise literature review with pertinent literature references included at the end of the narrative, methodology or procedures, previous work completed in the area of the project, future directions, and project schedule. Normally, the narrative should not exceed five double-spaced

printed pages. Brevity will facilitate effective review; however, it is the responsibility of the investigator to demonstrate the merit of the proposed project/activity.

6. BUDGET (must CLEARLY identify the proposed expenditures under each category to support the research as discussed in the narrative description of the research procedures); the Excel spreadsheet formatted template must be used

1. Project Title/Principal Investigator
2. Dates to be covered by the budget
3. Salary: (CONSULT WITH THE DIRECTOR OF HUMAN RESOURCES FOR EXACT FIGURES)
 - (1) Principal Investigator & Term of Employment
 - (2) Student Assistant(s) & Hours of employment/rate of pay
4. Travel – include only faculty travel in this category (no student travel)
 - (1) Destination(s)
 - (2) Number of trip(s)
5. Maintenance & Operations – Expendable supplies, computer services, postage, publication costs, etc. Items costing \$100 or more are to be listed separately.
6. Other Expenditure

7. JUSTIFICATION OF BUDGET

Provide a justification of each of the budget elements. No budget item, including salary, will be funded if a clear and complete justification is not given.

8. BIOGRAPHICAL SKETCH

2 page limit. Biographical data of principal investigator, including previous investigations completed or in progress and publications of the principal investigator over the last five years.