

**FACULTY LEARNING COMMONS**  
**Faculty Development Mini-Grant**  
**Proposal Formatting Guide and Outline**

**Formatting Guidelines**

Word Processor: Word

Font & Spacing: 11-12 point Arial, Calibri, or New Times Roman; double-spaced

Maximum Length: Three pages

Manuscript Style: APA, MLA, or any discipline-specific manuscript guideline

**Proposal Outline**

- I. Introduction
  - a. Purpose statement
  - b. Research question and/or hypothesis (SoTL proposals only)
  - c. Brief literature review (maximum 200 words)
- II. Implementation Plan
  - a. Budget and Justification
    - i. Itemized budget (If a stipend is proposed, there is no need to itemize.)
    - ii. Justification for expenditures
  - b. Action Plan
    - i. Project timeline and programming
    - ii. Performance Indicators
    - iii. Data collection and analysis methodologies
  - c. Expected Outcomes
    - i. Expected student learning outcomes
    - ii. Alignment with marketable skills, program goals, etc.
    - iii. Use of results
- III. References (maximum 5 citations)