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)