**Lewis-Clark State College**

**Faculty Development Grant Application Form**

**Instructions:** Complete all areas of this application in your own words. Submit application to academicaffairs@lcsc.edu.

Please note:  Grant requests *may not exceed* $1,000 per faculty member.

Joint applications are encouraged for those that are co-presenting at a conference, attending the same training event, etc.
 **Is this a joint application? \_\_\_\_YES \_\_\_\_NO**

If yes, please complete/repeat Part 1 for EACH faculty member.

**PART 1**

 **Name: Rank:**

 **Division:**

 **Tenured \_\_\_\_\_\_\_\_ Tenure Track \_\_\_\_\_\_\_\_\_ Non-Tenure Track \_\_\_\_\_\_\_\_\_**

 **Month and Year of hire:**

 **Email address:**

**PART 2**

1. **Previous award.** For each applicant, list the date of your last faculty development grant award and summary of activity (if applicable):

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1. **Briefly describe** what the faculty development grant funds will be used for. This must be in your own words (do not copy/paste from a conference website or elsewhere).

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**PART 3**

**Type of Activity or Project** (Mark ALL that apply):

*Priority will be given to conference presentations and publication activities.*

1. Teaching-focus:
	1. ☐ Course development and design, not including stipends
	2. ☐ Purchase of qualified equipment or materials (excluding new computers)
2. Conference/Workshop-focus
	1. ☐ Deliver Keynote Address
	2. ☐ Present paper/poster
	3. ☐ Chair panel discussion
	4. ☐ Serve on a panel
	5. ☐ Moderate workshop
	6. ☐ Attend conference/workshop
3. Research & Publication-focus:
	1. ☐ Conduct research for future presentation/publication (this may include travel)
	2. ☐ Fees for access to facilities and services for the development of instructional and research materials
4. Other (please explain):

**PART 4**

Provide a **timeline** of grant activities, including travel dates and location.

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**PART 5**

 **Describe the activity and reasons why it should be supported.** For *joint applications*, this
 should be written as one, collective answer. Do not include individual responses for each
 applicant.

 Be sure to include: 1) the value of the proposed activity towards your scholarly and
 professional development, and 2) how it will impact your students, your division, the
 college, and/or your discipline.

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**PART 6**

**Budget:** Include a detailed budget for the proposal. Include costs associated with the project or activity (Per diem, food costs, and stipends are not eligible for the grant award funding).

If this is a *joint application*, please display costs for each faculty member.

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| **Expense Items** | **Estimated Costs** | **Comments** |
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| **TOTAL Cost:** |  |  |

Will there be **other sources of funding** for your activity (such as Division funds)?

 ☐ Yes

Source(s):

Amount(s): $

☐ No

**Total grant award requested** (may not exceed $1,000 for each applicant): $ \_\_\_\_\_\_\_\_\_\_\_\_\_