

Applicant Name(s):

PDC Requested Funding:

Project Title:

Checklist: Application Completeness:

- ___ 1. Completed Title (Cover) page with administrative signatures:
Title page should contain only the following:

FERRIS STATE UNIVERSITY
Proposal for a Faculty Development Grant

Title:
Applicant(s):
Affiliation: (Department and/or College)
Abstract: (100 words or less)
Administrative Acknowledgment (Dean & Chair):
Funds Requested:
Proposed Starting and Completion Dates:

- ___ 2. Concise statement of the nature of the problems or project to be undertaken.
___ 3. List of the objectives to be achieved.
___ 4. The plan for accomplishing the objectives.
___ 5. Evaluation plan for the project.
___ 6. Time schedule for completion.
___ 7. Detailed budget with justification.
___ 8. List of other grants that relate to this project that have been applied for or received in the last two years.
___ 9. Bibliography of sources pertinent to the activity (if applicable).
___ 10. Current abbreviated curriculum vitae for applicant(s).
___ 11. Summary of the impact of the project on the educational process at FSU.
___ 12. Board-appointed faculty member

Checklist: Meets Professional Development Grant Criteria:

- ___ 1. Meets at least one of the following goals:
A. Increase faculty competence by acquiring new teaching/counseling skills, updating instructional/counseling techniques, or pursuing advances in a discipline.
B. Develop or implement and evaluate innovative or alternate approaches to classroom instruction or counseling.
C. Develop disciplinary skills or strategies to enhance faculty/student collaborations.
D. Involve collaborative efforts within or across academic disciplines.
- ___ 2. Proposal is for a **planned learning activity** designed to maintain and advance faculty members' competence within their respective disciplines (example: request to attend training seminar/workshop) **Note:** Conference funding and sabbatical funding are **NOT** supported by the Professional Development Grant Committee
- ___ 3. Central to the educational mission of Ferris State University.
___ 4. Reasonable expectation that the project can be completed within one year and with the resources requested
___ 5. Project is of lasting & continuing benefit to FSU, & presents plans for enhancement & sustainability beyond grant period
___ 6. Wide applicability
___ 7. Clear definition or statement of the project and goals of the project
___ 8. High cost/benefit ratio

Committee Member Use Only:

- ___ Fully Fund
___ Partially Fund: Give Amount or %: _____
___ Reject

Comments to applicants: