

**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 faculty salaries 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

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**Committee Member Use Only:**

- \_\_\_ Fully Fund  
\_\_\_ Partially Fund: Give Amount or %: \_\_\_\_\_  
\_\_\_ Reject

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**Comments to applicants:**