

Exceptional Merit Grants Program for Faculty and Staff

1. **Grant Application Cover Sheet**

Contact Information for the Primary Person submitting the Proposal:

Name and Title:

Department:

Address:

City/State/ZIP:

Phone Number:

Email:

Project Name:

Purpose of the Grant

Amount Requested:

Total Project Cost:

Dates of the Project:

Project Completion Date:

Approval and signatures: The Foundation Office will forward your application to the names you enter below. **It will be your responsibility to follow up to ensure the proper signatures are obtained and the completed cover sheet is returned to the Foundation Office.**

Faculty -- Dean and Department Head Support. The project proposal in the attached document is consistent with the needs and direction of the department and college.

Enter the name of your Dean and Department Head/Chair below.

Dean:

Department Head/Chair:

Signature, Dean

Signature, Department Head/Chair

STAFF - Vice President and Supervisor support: The project proposal in the attached document is consistent with the needs and direction of the department and unit.

Enter the name of your Vice President and Supervisor below.

Vice President:

Supervisor:

Signature, Vice President

Signature, Supervisor

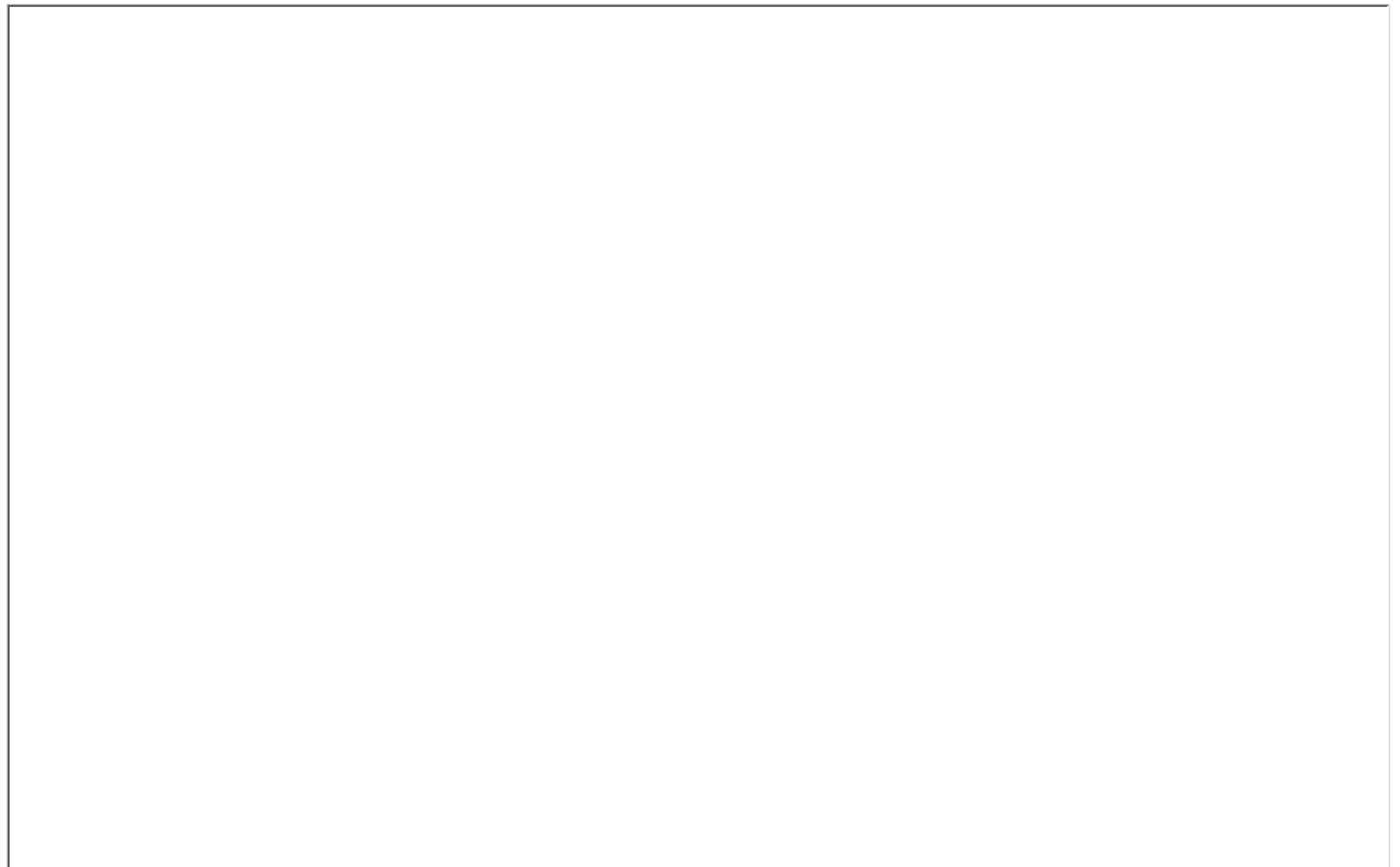
2. **Narrative:** *When completing the narrative portion, please contain discussion to the allowable space on this page.*
Please include a brief description of the project being proposed and the desired outcomes (maximum 1 page). When completing the narrative portion, please be brief and concise.

3. **Relevance:** Please share the relevance of the project and how this aligns with the mission of Ferris State University (maximum 1 page).

4. Timeline for project implementation:



5. The names and qualifications of all individuals who are substantially responsible for pursuing the proposal's objectives:



6. **Dissemination:** Discuss how you will disseminate the results/findings of your project to the University, community, and/or your greater academic/professional community. Dissemination plans should also be included in your project timeline on page 4.

B. Budget Narrative

Explain estimated income and expenses listed on the previous page. For ongoing projects, please include a discussion financial sustainability of the project or initiative.