

Exceptional Merit Grants Program for Faculty and Staff  
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

Narrative: *When completing the narrative portion, please contain discussion to the allowable space on the page.*

**A statement of how the project demonstrates exceptional merit in advancing the mission of Ferris State University.**

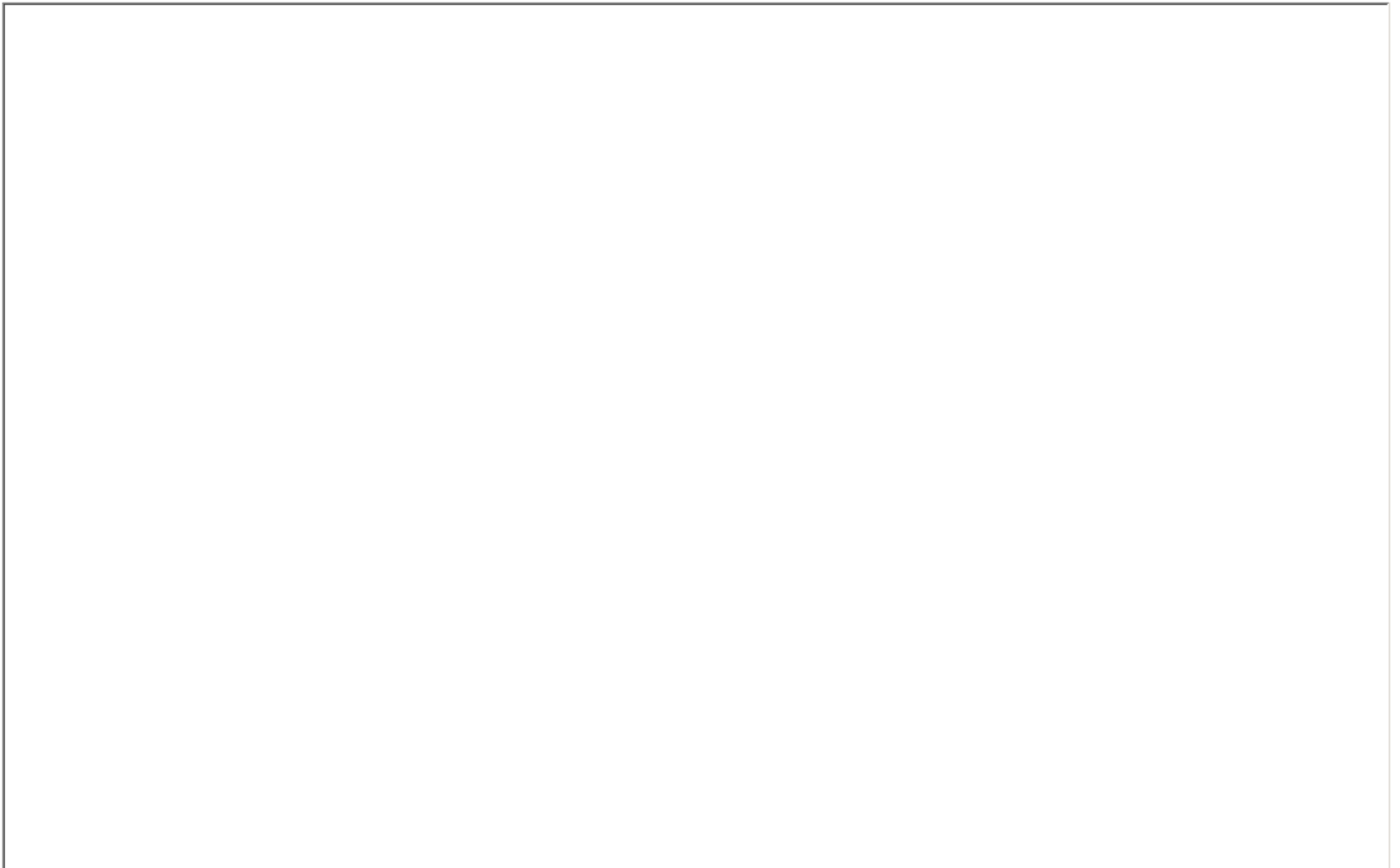
**Include how the project compliments and enhances other efforts on campus and how the project compliments and enhances other efforts on campus and how the project will continue in the future.**

A brief description of the project being proposed and the desired outcomes (maximum 1 page).

Timeline for project implementation:

A large, empty rectangular box with a thin black border, intended for the user to draw a project implementation timeline.

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

A large, empty rectangular box with a thin black border, intended for the user to list the names and qualifications of individuals responsible for the project.

### **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. Additionally, identify your specific plans to report to the Foundation Board of Directors your project results and conclusions (per the RFP requirements).

**Budget** - Detail how grant funds will be used. The budget should also describe the extent to which any additional resources beyond the Foundation's grant are needed and have been committed to the project. If requesting equipment, assess distribution/disposal upon completion of project. Please list items under the expense categories. **\*\*Food and beverage expenses will not be funded by the Foundation. It is not the intent of the grant to fund/provide direct compensation for faculty/staff. Student salaries are considered on a case by case basis\*\***

**Project Income:**

Ferris Foundation:		
Department/College:		
In-Kind (please specify):		
Other Sources (please specify):		
Total		

<b>Project Expenses:</b>	Ferris Foundation	Department/College	Other Sources	In-Kind	Subtotal
Salaries/Personnel Costs					
Supplies and Materials					
Equipment					
Travel & Transportation					
Other					
<b>TOTAL</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.