University of Wisconsin Oshkosh Faculty Development Program 2026-2027 Call for Proposals

The Faculty Development Board is pleased to announce the AY 2026-2027 call for proposals. There are two programs to support scholarship and two for teaching/pedagogical development. Interested faculty are encouraged to read this CFP carefully, paying particular attention to the details and deadlines described herein. Please direct questions to facultydevelopment@uwosh.edu and/or a member of the Faculty Development Board.

The AY 2026-2027 Faculty Development Programs are:

1. Faculty Research and Creative Activity Program
2. Scholarly Release Program
3. Curricular Redesign Program
4. Pedagogical Development Program

I. Common Guidance for all Faculty Development Programs

This guidance applies to all programs included in this call for proposals:

a) Project Dates: July 1, 2026 – June 30, 2027. The scope of the project must fit within the one-year timeframe. Please note that funds become available on July 1, 2026.

b) Proposals are due February 2, 2026. Proposals must be submitted through the online submission form. Emailed or hard copy proposals will not be accepted.

c) Proposals should be submitted as one PDF file. The file should contain all required sections, including (as appropriate) the narrative, references/works cited, budget, and budget justification, as specified in the call for proposals. Remove your name and any other identifying information from the document to facilitate blind review.

d) Final reports are due by August 31, 2027 for all awards, unless otherwise noted in program details. All funded projects require a final report that describes outcomes and accomplishments resulting from the project. Outcomes and accomplishments should include specific occasions and venues for sharing the project. Failure to fulfill this obligation will make faculty ineligible for future internal grant funds until a report is submitted.

e) Faculty development grants are seed funds awarded with an expectation of productivity. Funded projects should lead to external grant applications, published manuscripts or other discipline-appropriate scholarly outcomes, improvements or enhancements to teaching approaches and student outcomes, and/or other outcomes that yield a reasonable return on investment for both the grantee and the university.

f) All projects must be presented at a campus showcase in Spring 2027 or Spring 2028.

g) All project personnel agree to comply with relevant policy regarding the use of human subjects and/or animal subjects in research and will obtain IRB/IACUC approval prior to expending grant funds. Additionally, researchers must comply with policy and requirements related to biosafety, international research, conflicts of interest, and other UWO, Universities of Wisconsin, state, and/or federal guidance.

h) Faculty may be awarded no more than twice within a rolling five-year window. To be eligible for this cycle, faculty cannot have received two or more Faculty Development awards since Summer 2022.

i) Faculty may submit one proposal per cycle.

j) Faculty may be funded once per project topic. Subsequent applications must be clearly distinct from projects that received prior funding.

k) Recipients of Faculty Development Program support must forgo or return the award if they will not continue as faculty at UWO for one regular semester following the completion of the supported project.

l) Faculty development grants cannot be made in support of studies leading to an advanced degree for the applicant.

m) All proposals must be endorsed by the applicant's area coordinator or school director at the time of submission.

II. Program Descriptions

A. Faculty Research and Creative Activity Program

To promote scholarly activities campus-wide, the University of Wisconsin Oshkosh provides research support on a competitive, peer-reviewed basis to eligible faculty. This program encourages and supports faculty engagement in research, creative activity, and scholarship, including the scholarship of teaching and learning (SoTL). Scholarly and creative activity that is investigative in nature and designed to advance knowledge, increase skills, and improve understanding is central to this program.

The Faculty Research and Creative Activity Grants provide opportunities for faculty to grow as scholars and, in turn, benefit the university's students by improving the quality of their academic experience and fostering faculty/student collaborative research. In addition, the Faculty Research and Creative Activity Grants help the university respond to the needs of the community and region for research consultation and problem solving.

Please note that proposals focused on teaching or instructional enhancement will not be considered for funding under this program.

Funding Information

a) Maximum award amount is $5,000, of which up to $3,750 may be requested as a summer stipend with the balance of the budget request used for such research-related expenditures as supplies, software, equipment, travel to conduct research, operating costs, transcription, translation, participant payments, data collection services (for example, Amazon's MTurk) and student research assistant wages.

Eligibility Information

a) Principal Investigator (PI) Eligibility: All current, full-time tenured or tenure-track faculty members.
    i) Current Faculty Development Board members may not apply for funding during their

term unless a replacement is appointed to fill their seat during that funding cycle.

b) PI Number Limit: Projects may be proposed by one or more researcher(s). Funding and budget maximums are per proposal, regardless of the number of researchers included in the project.

Proposal Preparation Instructions

Proposals must include all sections described below to be considered complete and eligible for review by Faculty Development Board. Incomplete proposals will not be considered for funding.

When writing a proposal, be as concise and specific as possible. Avoid needless technical jargon, considering the multidisciplinary audience who will review the document.

a) **Abstract:** Include a 250-word maximum abstract that summarizes the project purpose, objectives, approach, and anticipated findings/outcomes.

b) **Proposal Narrative**: Each proposal must include a narrative that describes the project. Proposal narratives are capped at five pages, using a font size of at least 12, single line spacing, and margins of at least one inch.

The proposal narrative outline, shown below, is intended to be broad enough to allow for the nuances and idiosyncrasies of the diverse disciplines represented in a comprehensive university. Please include all headings, unless noted as "if applicable", from this required list. When a section has multiple headings divided by "/", choose the heading(s) most relevant for your project.

i) **Statement of the Problem / Significance of the Project**: Present an up-to-date and pertinent review of the relevant literature, theory, scholarly discussion, and/or creative context of your project. Clearly and succinctly support the proposed project with documentation and up-to-date references. Address the project's originality / value. What is new or innovative about the project? State the value of the project, to whom it is valuable (e.g., individual, discipline, community, society), and why, if not addressed later in the "Project Implications" section (or these sections may be combined here for succinctness and clarity).

ii) **Objectives / Specific Aims / Anticipated Findings / Anticipated Results**: Define the specific, measurable outcome(s) and/or product(s) of the project. What will be known or accomplished after your project has been completed that was not known or in existence before? If the request for funding is to cover only a portion of a larger, more comprehensive project, the proposer should differentiate clearly between the larger project and the portion this grant would support.

iii) **Design / Methodology / Approach**: The design/methodology/approach must be clearly aligned with the stated project objectives. Design and describe a work plan in keeping with your academic discipline. The work plan should include a timeline, which describes who will be doing what and when they be doing it. How will the outcome(s) or product(s) be achieved? What is the approach to the project, and/or what is the theoretical scope or subject scope of the project? Clearly describe the design / methodology / approach to be used and justify its use for the proposed project. The work plan may include descriptions of, but is not limited to, the following:
    (a) scientific research
    (b) use of primary and secondary data, population samples, experimental and

control groups, or other methods of data gathering and statistical analysis
(c) archival research, translating, ethnographic fieldwork, solitary thinking, or other forms of analysis and synthesis of ideas and concepts
(d) description of process(es) used to create artistic works

iv) **Project Implications (if applicable)**: What implications for theory, practice, or application will the project have? How might the project impact your discipline? What is the potential social, commercial, and/or economic impact of the project? Could outcomes lead to extramural funding, and if so, to which sponsors could proposals be submitted? Not all projects will have definitive implications. If not applicable, omit this section.

v) **Final Product(s) and Dissemination**: Describe possible forms of the final product(s): publishable manuscript, conference paper or presentation, invention, software, exhibit, performance, etc. Be specific about the methods to be used to disseminate your work to a wide audience. Discuss how the final product and its dissemination is viewed by your department in terms of productivity for retention, promotion, and tenure.

c) **References / Bibliography / Works Cited**: List any literature and/or other works cited in the proposal. Follow your disciplinary standards for formatting citations. References do not count toward the proposal narrative five-page limit. There is not a specific page limit for the references section, but brevity is appreciated. Do not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content). References should be included at the end of the narrative.

d) **Budget**: An itemized budget request must accompany each proposal. While Faculty Development Board reserves the right to adjust budgets, it is important that applicants carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative, e.g., if software funds are requested in the budget, the applicant must explain in the narrative how the software will be used in the project.

i) Faculty Summer Stipend. The applicant may request a summer stipend to undertake the proposed research. The maximum amount of the stipend is $3,750, although the applicant may request a lesser amount. The stipend may only be received for work during the summer. Please note that supervising students does not constitute research or creative activity. If you have student workers, differentiate your role and your students' role(s) for your project.

ii) Student Workers. The budget justification should provide clear and concise descriptions of the roles/duties and expected time commitments of students (graduates and/or undergraduates) being compensated as part of the grant award. If more than current minimum wage is to be paid for student help, explain why (e.g., prerequisite expertise/experience, level of project responsibilities, compensation standards within the discipline). The cumulative total for faculty and student compensation may not exceed $5,000. Faculty are expected to conduct the bulk of research activities and not only oversee student work. The effort justification should clearly outline faculty's primary role in the proposed project.

iii) Equipment. Fully explain the need for any equipment (i.e., items of $1,000 or more per unit) in the proposal narrative and budget justification. Note that a "unit" may consist of two or more component pieces required to make a functional apparatus. Generally, all equipment and other tangible property acquired with Faculty Development Program funds becomes property of the university. If the equipment can also be used for instructional purposes, the applicant is encouraged to seek a

cost-sharing arrangement with their department and/or college. Before requesting funds for equipment (computers, etc.), please explore existing UWO resources and indicate you have done so in this section.

iv) **Travel.** Travel costs to disseminate research (e.g., conference attendance to present the results of research) are not eligible expenses under this program. Funds requested for travel must clearly relate to and be necessary for conducting the research project proposed. Explain why the travel is integral to your project and discuss specific scholarly outcomes that will happen as a result of the proposed travel (e.g., collaboration, access to facilities or archives). Refer to travel guidance on the UWO Financial Services website, UW TravelWise, and the UW TravelWise Calculator for policies and rates for mileage reimbursement, airfare, per diem meal & incidental allowances, lodging allowances, etc. Eligible domestic or international travel costs may be requested.

v) **Materials and Supplies.** Itemize necessary supplies and their costs, being mindful of university purchasing procedures. Equipment costing $1,000 or more per unit should be categorized in the equipment section above, and not as materials and supplies. All supplies purchased with grant funds are, by definition, university property. If requesting software, contact IT to explore site licensing cost efficiencies and indicate you have done so in this section. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWO resources and indicate you have done so in this section.

vi) **Services – External and/or Internal.** Itemize required services and their costs, such as consultants, translators, transcriptionists, data collection services (for example, Amazon's MTurk), etc. External services are those provided by personnel not employed by UWO. Internal services are those provided by UWO personnel or departments.

vii) **Other.** Itemize other costs that cannot be classified under another budget category. Items included in broad categories such as "miscellaneous" or "other" will not be considered for funding unless additional detail is provided in the budget justification. Funds to support dissemination (e.g., publication costs) are not allowed as part of this grant program and should not be requested in this section of the budget.

e) **Budget Justification**: The budget justification should not exceed one page. This is your opportunity to explain the costs necessary for carrying out your project and to justify and connect these costs to activities described in the narrative. Clearly explain what you need, why you need it, how you arrived at the numbers provided, and other resources you may be leveraging (e.g., existing equipment, departmental support).

Proposals must adhere to the Common Guidance for all Faculty Development Programs.

B. Scholarly Release Program

The Scholarly Release Program supports a one-course (three credit) release to allow faculty time for a specific scholarly or professional development project that will be conducted during the semester. Proposals should outline the work to be done during the released semester, explain why it cannot be completed during the summer, and describe at least one specific project outcome for the semester. Acceptable projects include (but are not limited to) challenges and opportunities associated with advances in knowledge, new technologies and their applications; and time-sensitive scholarly and creative projects (for example, completion of a book under contract, completion of an exhibition or performance, or completion of a grant application to meet a deadline).

Support via the Scholarly Release Program cannot be used to substitute for other faculty development programs, nor can it be used for projects that were denied funding from any of the existing programs. The differentiating feature of the Scholarly Release Program is the time sensitivity of the work to be undertaken, specifically the need to engage in the project during a Fall or Spring semester.

The final report for a Scholarly Release Program is due three months after the end date of the semester when the release was granted.

Funding Information

a) Awards cover the cost of a one-course release. No auxiliary funding is available for this program.

Eligibility Information

a) Principal Investigator (PI) Eligibility: All current, full-time tenured or tenure-track faculty members.
    i) Current Faculty Development Board members may not apply for funding during their term unless a replacement is appointed to fill their seat during that funding cycle.

b) PI Number Limit: Projects may be proposed by one faculty.

c) Scholarly release will not be granted in the same year as a sabbatical.

Proposal Preparation Instructions

Proposals must include all sections described below to be considered complete and eligible for review by Faculty Development Board. Incomplete proposals will not be considered for funding.

When writing a proposal, be as concise and specific as possible. Avoid needless technical jargon, considering the multidisciplinary audience who will review the document.

a) **Abstract:** Include a 250-word maximum abstract that summarizes the project activities, timeline, and tangible outcomes.

b) **Proposal Narrative:** Proposals in this program are expected to vary in form and content to allow flexibility in the specific project to be pursued by the faculty member. It is essential that the proposal clearly explain in detail the value, rigor, validity, and

importance of the proposed program.

i) **Integration with professional program.** The program must be an integral part of a larger program of professional study. Describe the program of professional study and how the proposed project integrates with it.
ii) **Prior work.** Provide evidence that substantive prior work has already been completed, such as bibliographies, prior papers, shows or exhibits, or other evidence of concentrated planning serving to focus the proposed scholarly release tasks.
iii) **Relation of activities to professional development.** State the specific activities which will be undertaken during the proposed scholarly release and relate them to the professional abilities which will be enhanced or developed. These should be related to activities which have occurred prior to the proposed release, and which will occur following the completion of the scholarly release. Explain how the project fits into the total professional objectives of the proposer.
iv) **Professional development environment.** Explain, in detail, why the specific professional development environment was chosen, and, if applicable, what other environments were considered.
v) **Tangible outcome(s).** Explain what the expected product(s) of the scholarly release will be and how that product(s) will be communicated to others, both for evaluation of project completion and for potential benefit and learning from the experience of the proposer.
vi) **Timeline.** Include a clear timeline for performing the project. Explain why this project must be undertaken during the Fall or Spring semester.

Proposals must adhere to the Common Guidance for all Faculty Development Programs.

C. Curricular Redesign Program

The Curricular Redesign Program supports groups of instructors to develop or redesign and implement curricula and teaching practices in academic programs. These grants fund projects that involve significant revisions intended to address challenging learning goals, student learning problems, and/or achievement gaps. This program also fosters collaboration and networking among faculty.

The grant does not fund planning activities such as needs assessment or activities to determine whether the project is viable. Any planning activities should take place prior to submitting the proposal.

Priority will be given to projects that go above and beyond normal curriculum development and course updates. All projects should include design, implementation, assessment, and further improvement of curriculum and teaching practices. Successful proposals feature the following:

- Groups of instructors who work collaboratively. Curricular redesign projects must include a team of instructors who are key to the success of the project. A team may consist of two or more individuals and need not include every member of a program. An individual instructor is not eligible to apply for this program.
- Significant revision in which instructors examine and rethink assumptions about how courses are organized and taught, and the conditions that support student learning.
- Strategies that address challenging learning goals, significant learning problems, and achievement gaps and how these were identified.
- Use of teaching strategies best suited to addressing the project goals and student achievement.
- Target substantial numbers of students.
- Systematic assessment and use of assessment evidence to achieve project objectives.

Project activities and funding availability begin on July 1 following the review cycle. Project activities, including all project-related spending, must be concluded by the following June 30. Teams should plan to design, implement, and assess the project in this timeframe.

Funding Information

a) Maximum award amount is $7,500, of which up to $1,250 may be requested as a summer stipend for each collaborator. with the balance of the budget request used for such project-related expenditures as supplies, software, equipment, access to paid resources (webinars, teaching toolkits, course materials, etc.), and external services (consultants, speakers, etc.).

Eligibility Information

a) Principal Investigator (PI) Eligibility: All current, full-time faculty members and IAS with a continuing appointment.
    i) Current Faculty Development Board members may not apply for funding during their term unless a replacement is appointed to fill their seat during that funding cycle.

b) PI Number Limit: The project team must include a group of instructors who will work collaboratively and are key to the success of the project. Funding and budget maximums are per proposal, regardless of the number of researchers included in the

project. Individual instructors are not eligible to apply.

Proposal Preparation Instructions

Proposals must include all sections described below to be considered complete and eligible for review by Faculty Development Board. Incomplete proposals will not be considered for funding.

When writing a proposal, be as concise and specific as possible. Avoid needless technical jargon, considering the multidisciplinary audience who will review the document.

a) **Abstract:** Include a 250-word maximum abstract that summarizes the project need, objectives, intervention, assessment, and sustainability.

b) **Proposal Narrative:** Proposals in this program are expected to vary in form and content to allow flexibility in the specific project to be pursued by the faculty team. It is essential that the proposal clearly explain in detail the value, rigor, validity, and importance of the proposed program. The narrative should include:

   i. **Problem description.** Describe the student learning problem(s), issues or concerns the project addresses. Summarize the evidence used to justify the need for the proposed project.
   ii. **Planned revision.** Provide an overview of the planned revision, including project objectives, the courses and number of students involved, and intended student learning outcomes.
   iii. **Intervention.** Describe the strategies and activities to accomplish the project objectives, and the rationale for them, i.e., why this is a viable approach.
   iv. **Role of each participant in the project.** If relevant, describe any special training or faculty development participants will need to undertake the project.
   v. **Assessment.** Describe how the project objectives will be assessed during the funding year and how assessment results will be used to further improve the project over the long term.
   vi. **Sustainability.** Describe how the project will be sustained over the long term, e.g., if additional resources are needed, where will they come from, how will new instructors be oriented and trained to support the project, etc.
   vii. **Timeline.** Include a clear timeline for design, implementation, assessment, and improvement.

c) **Budget**: An itemized budget request must accompany each proposal. While Faculty Development Board reserves the right to adjust budgets, it is important that applicants carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative, e.g., if software funds are requested in the budget, the applicant must explain in the narrative how the software will be used in the project.
   i) **Faculty Summer Stipend.** The applicants may request a summer stipend to undertake the proposed project. The maximum amount of the stipend is $1,250 per person, although applicants may request a lesser amount. The stipend may only be received for work during the summer.
   ii) **Equipment.** Fully explain the need for any equipment (i.e., items of $1,000 or more per unit) in the proposal narrative and budget justification. Note that a “unit” may consist of two or more component pieces required to make a functional apparatus. Generally, all equipment and other tangible property acquired with Faculty

Development Program funds becomes property of the university. Before requesting funds for equipment (computers, etc.), please explore existing UWO resources and indicate you have done so in this section.

iii) **Materials and Supplies.** Itemize necessary supplies and their costs, being mindful of university purchasing procedures. Equipment costing $1,000 or more per unit should be categorized in the equipment section above, and not as materials and supplies. All supplies purchased with grant funds are, by definition, university property. If requesting software, contact IT to explore site licensing cost efficiencies and indicate you have done so in this section. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWO resources and indicate you have done so in this section.

iv) **Access to Paid Resources.** Itemize paid resources, such as webinars, teaching toolkits, course materials, etc., that are directly related to the curricular redesign and improvement. Fully explain the need for these resources, including how their impact will be sustained after the conclusion of the project.

v) **Services – External and/or Internal.** Itemize required services and their costs, such as consultants, speakers, etc. External services are those provided by personnel not employed by UWO. Internal services are those provided by UWO personnel or departments.

vi) **Other.** Itemize other costs that cannot be classified under another budget category. Items included in broad categories such as “miscellaneous” or “other” will not be considered for funding unless additional detail is provided in the budget justification.

d) **Budget Justification**: The budget justification should not exceed one page. This is your opportunity to explain the costs necessary for carrying out your project and to justify and connect these costs to activities described in the narrative. Clearly explain what you need, why you need it, how you arrived at the numbers provided, and other resources you may be leveraging (e.g., existing equipment, departmental support).

Proposals must adhere to the Common Guidance for all Faculty Development Programs.

D. Pedagogical Development Program

The Pedagogical Development Program supports instructors to develop expertise or projects that enhance the quality of undergraduate and/or graduate academics at UWO by expanding the training of the applicant. Outcomes from these projects must be translated into the classroom or other area of undergraduate and/or graduate academics.

Funding Information

a) Maximum award amount is $5,000, of which up to $3,750 may be requested as a summer stipend with the balance of the budget request used for such project-related expenditures as supplies, software, equipment, access to paid resources (professional workshops, institutes, seminars, etc.), and travel directly related to the project.

Eligibility Information

a) Principal Investigator (PI) Eligibility: All current, full-time tenured or tenure-track faculty.
   i. Current Faculty Development Board members may not apply for funding during their term unless a replacement is appointed to fill their seat during that funding cycle.

b) PI Number Limit: Projects may be proposed by one or more researcher(s). Funding and budget maximums are per proposal, regardless of the number of researchers included in the project.

Proposal Preparation Instructions

Proposals must include all sections described below to be considered complete and eligible for review by Faculty Development Board. Incomplete proposals will not be considered for funding.

When writing a proposal, be as concise and specific as possible. Avoid needless technical jargon, considering the multidisciplinary audience who will review the document.

a) **Abstract:** Include a 250-word maximum abstract that summarizes the project objectives, outcomes, impact, and assessment.

b) **Proposal Narrative:** Proposals in this program are expected to vary in form and content to allow flexibility in the specific project to be pursued by the faculty. It is essential that the proposal clearly explain in detail the value, rigor, validity, and importance of the proposed program. The narrative should include:

   i. **Project description and objectives.** Describe the project and its objectives fully. Include a description of how and when the objectives will be attained. If relevant, include links to additional materials that would be useful in evaluating the proposal, such as websites for institutes, workshops, etc.
   ii. **Outcomes.** Describe the anticipated outcome(s) from this project and how the outcome(s) will be translated into the classroom or other area of undergraduate and/or graduate academics.
   iii. **Impact.** Describe who will benefit from this project and in what ways.
   iv. **Assessment.** Describe how the project impact and achievement of objectives will be assessed.
   v. **Timeline.** Include a clear timeline for all phases of the project.

e) **Budget**: An itemized budget request must accompany each proposal. While Faculty Development Board reserves the right to adjust budgets, it is important that applicants carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative, e.g., if software funds are requested in the budget, the applicant must explain in the narrative how the software will be used in the project.

   i) **Faculty Summer Stipend.** The applicant may request a summer stipend to undertake the proposed research. The maximum amount of the stipend is $3,750, although the applicant may request a lesser amount. The stipend may only be received for work during the summer.

   ii) **Equipment.** Fully explain the need for any equipment (i.e., items of $1,000 or more per unit) in the proposal narrative and budget justification. Note that a "unit" may consist of two or more component pieces required to make a functional apparatus. Generally, all equipment and other tangible property acquired with Faculty Development Program funds becomes property of the university. Before requesting funds for equipment (computers, etc.), please explore existing UWO resources and indicate you have done so in this section.

   iii) **Travel .** Travel costs to disseminate research (e.g., conference attendance to present the results of research) are not eligible expenses under this program. Funds requested for travel must clearly relate to and be necessary for conducting the pedagogical development project proposed. Explain why the travel is integral to your project and discuss specific outcomes that will happen as a result of the proposed travel. Refer to travel guidance on the UWO Financial Services website, UW TravelWise, and the UW TravelWise Calculator for policies and rates for mileage reimbursement, airfare, per diem meal & incidental allowances, lodging allowances, etc. Eligible domestic or international travel costs may be requested.

   iv) **Materials and Supplies.** Itemize necessary supplies and their costs, being mindful of university purchasing procedures. Equipment costing $1,000 or more per unit should be categorized in the equipment section above, and not as materials and supplies. All supplies purchased with grant funds are, by definition, university property. If requesting software, contact IT to explore site licensing cost efficiencies and indicate you have done so in this section. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWO resources and indicate you have done so in this section.

   v) **Access to Paid Resources.** Itemize paid resources, such as professional workshops, institutes, seminars, etc., that are directly related to the proposer's pedagogical development. Fully explain the need for these resources, including their anticipated impact and how it will be sustained after the conclusion of the project.

f) **Budget Justification**: The budget justification should not exceed one page. This is your opportunity to explain the costs necessary for carrying out your project and to justify and connect these costs to activities described in the narrative. Clearly explain what you need, why you need it, how you arrived at the numbers provided, and other resources you may be leveraging (e.g., existing equipment, departmental support).

Proposals must adhere to the Common Guidance for all Faculty Development Programs.