

## APPENDIX A: Proposal Cover Sheet Instructions

---

Complete each section of the cover sheet as follows:

1. **Project Title:** The title is a brief project description. Enter the date that the application is prepared.
  
2. **Component:** Check the appropriate component.  
  
: If the proposal
  
3. **Faculty/Academic Staff Participants:** A name is required for each participant. (If more than three participants, attach a second cover sheet.) If "Department" is not relevant, use College, Division, or Institutional Support Unit. If reassigned time is being requested, indicate the level of reassigned time and the semester(s) involved (i.e., 0.25 Spring 2016). If CAS is being requested, 7.5% represents a one-month (or equivalent) request, and 15% represents two months.
  
4. **Auxiliary Support Budget:** Complete only if auxiliary support is part of the request. All Off-Campus proposals must have this section completed. The proposal narrative should include a rationale for requested auxiliary support. See the guidelines for auxiliary expenditures in the General Information section for additional information.
  
5. **Project Period:** (Indicate the year next to each semester and place an X under the term(s) within which your project will take place. CAS is only available during Summer)

Summer _____		Fall _____	Spring _____
I	II	I	I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. **Applicant Signature and Date:** The cover sheet must have a signature(s) from the applicant(s). Applicants should examine all relevant sections in the Faculty Development Program Handbook pertaining to the component to which they are applying. A signature is required and acknowledges that the applicant has read and understands the application procedures and evaluation policies for the component to which s/he is applying.
  
7. **Chair Signature and Date:** The cover sheet must have a signature from the department chair (or equivalent). A signature is required and acknowledges that the department chair has read the cover sheet and the proposal.
  
8. **Dean/Unit Head Signature and Date:** The cover sheets must have a signature from the dean/unit head. A signature is required and acknowledges that the dean/unit head has read the cover sheet and the proposal.
  
9. **Number of Copies:** The total number of proposal copies to submit to the Faculty Development Administrator is as follows:

<b>Component</b>	<b>Number of Proposal Copies</b>	<b>Number of Cover Sheets with Signatures</b>
Teaching	1, electronic	1, electronic
Research	1, electronic	1, electronic
Faculty College	1, electronic	1, electronic
Off Campus	1, electronic	1, electronic
Small Grant	1, electronic	1, electronic
Sabbatical	1, electronic	1, electronic
Individually Planned Program Institutional Needs	1, electronic	1, electronic
Release Time for Grant Writing	1, electronic	1, electronic
Extramural Matching Grant	1, electronic	1, electronic

Consult individual component descriptions for additional information before preparing proposals. If you have questions, contact the Faculty Development Administrator at ext. 1410.