**FACULTY DEVELOPMENT GRANT**

**APPLICATION FORM**

**Project Title:**

**Faculty Investigator Name**:

**Faculty Investigator Department:**

**Contact Information:** Email Address:

Campus Mailstop:

**Amount Requested from the Faculty Development Grant Fund for this Project:** $

Please note: the maximum amount is **$3,500** for individuals or **$6,000** for larger collaborative projects.

Are you a first-time applicant? (Please mark with an x) \_\_\_\_Yes \_\_\_\_No

**Section 1: Project Narrative:** The narrative should be no more than five (5) pages in length and should include ALL of the following headings. Applicants are reminded to read and address the[Proposal Review Criteria](https://www.keene.edu/academics/fe/internal-grants-and-faculty-fellows/tenure-track-clinical-and-artist-in-residence-faculty-development-grants/) [ <https://www.keene.edu/academics/fe/internal-grants/faculty-development-grants/>] while formulating their narrative. Please enter your information below:

Description of proposed project:

Plan for dissemination of project results:

Project timeline:

Describe how this project relates to your professional role and development:

Do you foresee applying for continued funding for this project (external if appropriate) in the future? If, so, please describe:

**Section 2: Project Budget:** Please provide details on sources for all expenses and revenue streams relative to your project in the table below. Rows may be added as necessary. Keep in mind that the total in the column for your FDG funding cannot exceed $3,500 or $6,000.

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| --- | --- | --- | --- | --- |
| Please list each expense and designate its funding source: | | |  |  |
| **List of Supplies/Materials** | **Cost** | **$ from Faculty Development Grant** | **$ from Professional Enhancement Funds** | **$ from other** |
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| **Travel/Lodging** |  |  |  |  |
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| **Other** |  |  |  |  |
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| **Totals------------------------->** |  |  |  |  |

\*Please refer to the KSC Purchasing Office Travel manual ([Travel · Purchasing Office · Keene State College](http://www.keene.edu/office/purchasing/travel/) for current information on mileage rates and travel regulations. Expenses for airfare must be quoted from reputable online source (costs may fluctuate). In addition, if mileage, meals, or hotel accommodations will be requested, please provide backup documentation to show how you arrived at the estimated costs for these items. (For example, per diem rates of destination cities).

**Section 3: Scholarly Outputs (internal and external for all projects)**

*INTERNAL FUNDING*: Have you previously received funding from competitive internal KSC grant programs such as prior Faculty Development Grants or other? If so, please note them in the table below in the section titled Internal Funding Source.

*EXTERNAL FUNDING:* The Faculty Development Committee encourages applications for external funding, where appropriate. If you have previously submitted an application or are in the process of preparing a proposal for submission, please indicate below in the section titled External Funding Source. If funding was awarded, please indicate this as well.

**TIPS FOR USING THE TABLE**

* Double click within the table to enter information
* If full table becomes lost to view, use arrow keys to move left, right, up or down
* Once you are done entering data into the table, click outside of it to regain access to the Word document.

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**Section 4: Compliance Certification:** If your project involves any or all of the following, please provide the requested information below.

**4a. Use of Human Subjects or Vertebrate Animals:** Funding of any research project that uses human subjects or any project that includes vertebrate animals must comply with federal guidelines regulating their use in research. Funding of such projects will be contingent upon approval from the KSC Institutional Review Board (IRB) for the protection of human subjects or the Keene State College Institutional Animal Care and Use Committee (IACUC) for vertebrate animals.

**4a1. Does your project include the use of human subjects for research?**

If yes, have you received IRB approval?

If yes, please provide the protocol number:       **AND** the protocol expiration date:

If your project will include the use of human subjects and you have not yet received IRB approval, please understand that funding, if awarded, is contingent upon receipt of such approval. No human subjects research may commence until approval is received by the KSC Institutional Review Board for the Protection of Human Subjects. If you have questions, please send them to [kscirb@keene.edu](mailto:kscirb@keene.edu).

**4a2. Does your project include the use of vertebrate animals?**

If yes, have you received approval from the KSC IACUC?

If yes, please provide the protocol number:       **AND** the protocol expiration date:

If your project will include the use of vertebrate animals and you have not yet received approval from the IACUC, please understand that funding, if awarded, is contingent upon receiving such approval. No animal research may be conducted without receiving approval.

**4b. Use of Hazardous Materials:** If your project involves the use of any biological or chemical hazardous materials, such as chemicals, paints, blood or bodily fluids, please include a statement of how you will safely work with and dispose of the hazardous materials.

For questions, safety training and assistance, please contact Julie Kroupa, Environmental Health and Safety Coordinator at 603-358-2859 or via email at julie.kroupa@keene.edu

**Section 5: Current CV or Resume:** Please submit, along with this application, a current copy of your CV or resume. Applications received without this documentation will not be reviewed.

**Section 6: Project Abstract:** In 250 words or less (single-spaced), please provide a project abstract. The abstracts of awarded proposals will be published on the Faculty Development Grant website.

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Please submit application and all proposal materials **digitally via e-mail** to

Dr. Celia Rabinowitz, Asst. Vice-President for Academic Engagement and Director of Mason Library: [celia.rabinowitz@keene.edu](mailto:celia.rabinowitz@keene.edu)

Proposals **must** be submitted by 5 p.m. on the submission deadline date.

You will receive an email acknowledgement of application receipt. If you do not receive such an acknowledgement within three (3) business days, please contact Dr. Celia Rabinowitz.

GOOD LUCK!