

FAC – Development Grant Proposal Requirements and Tips

Most FAC Faculty Development Grant proposals must include the following:

1. “A **summary cover sheet** available from the [Provost's website](#) under [Forms and Guidelines](#).”
Read the instructions! Tab to or click in the shaded boxes on the form. Do not try to reformat. Send the cover sheet and all other documents as email attachments to peelle@kenyon.edu. Use a newly downloaded cover sheet each time you apply.
2. “A **statement of the project**, the expected results, and the relationship of the project to the work of the Member and the College.”
Common Mistakes: Too ambitious; Hypothesis/question/purpose not stated; No rationale; No clear description of methodology; Arrogant or informal writing (these are competitive grants, not “gimmies”); Language too technical; Not concise; No bibliography or evidence/mention of other work in the area; Project is not really “Faculty Development (i.e. it could be seen as student or program development.)”
3. “A **timetable**. (If your project will not be completed during the time of your employment at Kenyon College, include a statement explaining how your proposed work will benefit the College.” It is generally expected that all FAC funded projects will be completed during the period of employment.)
Outline all the steps.
4. “A **detailed budget** for all books, equipment, materials, travel, and other expenses.”
Be specific! Provide narrative justification for all budget components. Some proposals may be partially funded. Unjustified items could get cut. Why is an item important to the success of the project.
5. “If applicable, a statement as to whether outside funding was sought” and if it is pending.
6. “If relevant to the current proposal, **reference to previously obtained FAC grants**.”
Has a different part of this project already been funded? What progress was made? How is this different from the part of the project that has already been funded.
7. “A **statement about the use or planned use for your IFDA funds**.”
This statement is often left out. The absence of this is almost always noted.
8. “A **current vita (two pages only)**.”
Choose to include items that may help illustrate your ability to carry out this project.
9. “**All information must be in electronic format**.”
E-mail to peelle as attachments. It must be received on time! If you haven’t gotten a receipt reply from Jami within 24 hours (work week) call her. x5748
10. “For the application to be considered complete, the applicant must have submitted a **written report** on all previously awarded Faculty Development Grants.”
These are checked. Send your report to [Darlene Tedrow](#).