**Cover-Sheet for Faculty Affairs Committee Grants**\* Required \*\* Required if Applicable

|  |  |
| --- | --- |
| \***From**:  | \*Date:        |
| \* Rank: [ ]  Tenured [ ]  Tenure-Track [ ]  Visiting [ ]  Other explain       | \*Department:        |
| \*Phone:       | \*Email:       | Office Building:       |
| \***PROJECT TITLE**:      |
| \***SHORT PROJECT DESCRIPTION**: (150 words max)      |

**PLEASE CHECK ONLY ONE OF THE FOLLOWING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Research Grant up to $3,000 | Labalme Research Grantup to $5,000 | Faculty Teaching Grantup to $5,000 | Newton ChunAwardup to $8,000  | NEH: SummerStipendNomination |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]   |

 **Budget Outline:** \***Include a detailed budget narration/justification in the body of the proposal.**

|  |  |
| --- | --- |
| Transportation | $      |
| **Daily Limits:** $175 for **food and lodging** domestic travel, $300 international travel, must have receipts. | $      |
| **FTG** Only: If you are including stipends for workshops, add:  Stipends (multiply number of stipends times stipend amount): FICA (multiply stipends total x 7.65%) this is the college’s portion of FICA:Definition: FICA – Social Security and Medicare taxes that **must** be paid on all stipends. | $      $      |
| Equipment | $      |
| Materials (books, slides, etc.) | $      |
| Copying | $      |
| Miscellaneous (explain in budget narrative) | $      |
| \*Total Estimated Costs (you may include amounts not requested by this proposal)  | $      |
| \***Total Requested** **from FAC** (should not exceed stated max award amount ) | $      |

\***Faculty members must submit original receipts for all expenses.**

 **Applications will be accepted only in electronic form.** Send this cover sheet (**in ORIGINAL format**), the proposal, and two-page vita as attachments in one e-mail addressed to **busenburgw@kenyon.edu** . **DUE by 4:00** pm on the day of the DEADLINE!!! **No exceptions.**

**\*Is this grant a joint proposal?** Yes [ ]  No [ ]  With whom?

**\*\*If your project involves information technology**, you must consult with someone from LBIS about IT needs prior to submitting a proposal. Name of LBIS staff consulted:

**\*\*If travel for this project occurs during a period when the College is in session**, how will your regularly scheduled classes be covered?
**Has this plan been discussed with and approved by your Chair?** Yes [ ]  No [ ]

**\*\*Title, type and year of your most recently funded FAC grant?** Type:       Year:       Title:

See <https://www.kenyon.edu/directories/offices-services/office-of-the-provost/governance/fac/fac-awards/>

**\*\*Did you submit** a final report on that grant? Yes [ ]  No [ ]  If no, explain:

\***Have you previously received** an FAC grant for this project? Yes [ ]  No [ ]
**If yes**, please list here previous grant(s) with date(s) and grant amount(s).
**In your proposal narrative**, summarize results of previous FAC grants for this project and, importantly, specific additional results expected from the current grant?

\***Have you used or are you planning to use your IFDA** funds for this project? Yes [ ]  No [ ]
\*\***Explain:** (If you have used or will use your IFDA funds for another purpose, state the **purpose** of the expenditure and the **amount or give an explanation for why you are not using your IFDA funds**.)

(An Individual Faculty Development Account (IFDA) is available to all full-time faculty (tenured, tenure-track, and full-time visitors). Faculty members draw on their accounts by arrangement with Darlene Tedrow. All requests for reimbursement must be accompanied by proper receipts. See Faculty Handbook [4.9](https://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/faculty-handbook/49-individual-faculty-development-accounts-ifdas/) )

**\*If you are a visitor, please state the end date of your contract**       . Generally, applicants for FRGs and FTGs must be employed by the College at the time of application submission and **during the funding period**.

**(Continue to next page)**

**CHECKLIST**

[ ]  **Download a new cover sheet** under a new document name each time you submit a proposal. The cover sheet may have changed since your last application. Check to be sure that your **cover sheet matches** your proposal. **Complete all sections of the form. Proposals with incomplete forms will not be reviewed.**

[ ]  **Application must be received** by Wendy Busenburg by **4:00 p.m. on the day of the deadline. Wendy will send you an email notice that your application has been received with a copy of the document that will be sent to the committee. CHECK it for accuracy.**

[ ]  **If you do not receive notification** that your application has been received within 24 hours (work week), please call **Wendy Busenburg, 1.740.427. 5551.**

[ ]  Be sure you have read the [**GUIDELINES**](http://documents.kenyon.edu/provost/FAC.grntguide.docx) for the type of grant for which you are applying. (Does your project really fit the type of grant you are applying for? Have you followed page limits?)

**[ ]  Have you completed the cover-sheet? All sections?**

**[ ]  Have you addressed each of the stated criteria in the proposal narrative?**

**[ ]  Proposal Narrative is no longer than 3 pages, 10 for Newton Chun?****[ ]  Budget Narrative/Justification** (Total **requested** budget amount should match budget summary on cover sheet and not exceed the stated amount of the specific grant. Justify all of your expenses.)

**[ ]  Timeline/Time Table**

**[ ]  For FTG grant: If you are planning a workshop and are paying stipends, have you figured FICA?**

**[ ]  Please save and send the Cover-sheet in its original format. Please send your Cover-sheet, Proposal Narrative (check individual award page limits), *cv* (two page limit), and any other documents for this application as email attachments to** **busenburgw@kenyon.edu****. Please put “FAC Grants” in the subject line.**

**FOLLOW UP CHECKLIST**

**[ ]  All** (FRG, Labalme, Teaching Grants, NC) **original receipts** with a **completed** [T&E form](http://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-reimbursement/) will be due to **Wendy Busenburg** busenburgw@kenyon.edu **within 30** **days** of the expenditures. **Keep copies** of your receipts. (FAC recommends filing the T&E as soon as possible once all expenditures have been made.)

**[ ]  A written report** will be **due by June 30** of the academic year following the year in which the grant is awarded, **but prior** to application for another FAC grant in the **same** grant category. **Send reports** to **Wendy Busenburg** busenburgw@kenyon.edu (FAC recommends filing the report as soon as the project is finished.)