HUMANITIES INSTITUTE APPLICATION FORM
FACULTY DEVELOPMENT OR RESEARCH

CHECKLIST (to be included with application)

1. Signed Application (sign prior to making .pdf)   ( )

2. Narrative Description of Project   ( )

3. Budget Narrative (rationale for all expenditures)   ( )

4. Budget Summary   ( )

5. Curriculum Vitae of the Principal Participants   ( )
    (*only those who are not employees of the University*)

Project Title: _____

_____

Signature(s): _____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

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1.   Project Director: _____

        Director Email: _____

        Project Associate(s):   _____

                                _____

2.   Field(s) of Applicant(s):_____

                                _____

3.   Type of Submission: ____ Archival Research
                                ____ Publication Assistance (indexing, etc)
                                ____ Scholarly Development (retreats, workshops, seminars, etc.,
                                directly related to scholarship and/or teaching. DOES NOT
                                INCLUDE conference presentations/papers)
                                ____ Other

4.   Time Period for Expenditure of Funds: From: _____ To: _____

5.   Total Project Funding:

        Total project: $_____

        Total monies requested from other agencies/programs: - $_____

TOTAL MONIES REQUESTED FROM THE HUMANITIES INSTITUTE $_____

6. **Project Title:**

    _____

    _____

7. **Narrative Description of Project:** If applying for research travel to archives or on-site projects, please provide: 1) rationale for need to visit the site/archive; 2) number of days planned at the site/archive; and 3) rationale for the number of days spent at site/archive. Also indicate how this project relates to the purview of the Humanities Institute. **1000 words maximum.**

8. **Related work** by applicant(s) and value of the project to applicant's professional development/goals:

9. **Resources** available to applicants contributing to the planning and execution of the project. Indicate if you have applied or plan to apply to any of the Faculty Research Grants/Stipends. If no such plans exist, please explain why not.

10. **Project Status:** If the proposed project is part of a book, other publication, or juried exhibit or performance, indicate the status and stages to completion of the project, current peer review or contracts, amount completed, etc.

_____

BUDGET NARRATIVE
_____

Provide sufficient <u>detail</u> of how the funds will be spent, a <u>rationale</u> for expenditures, and any other relevant details that will help the committee understand the project budget. This is intended to be a narrative, so please explain where necessary.

1.   PERSONNEL: (Include stipends, honoraria, etc.)

2.   TRAVEL: (Include transportation, lodging, meals for guests and participants)

3.   SUPPLIES: (Include technology, set-up, promotion)

4.   PURCHASE/RENTAL:
         (Include films, books, and other materials)

5.   OTHER EXPENSES:

BUDGET SUMMARY

<u>CATEGORY</u>   **<u>AMOUNT REQUESTED</u>**

1.   PERSONNEL: $_____
      (Include stipends, honoraria, etc.)

2.   TRAVEL: $_____
      (Include transportation, lodging, meals)

3.   SUPPLIES: $_____
      (Include technology, set-up, promotion)

4.   PURCHASE/RENTAL: $_____
      (Include films, books, and other materials)

5.   OTHER EXPENSES: $_____

6.   LIST HERE ALL OTHER FUNDING SOURCES AND THE AMOUNT EACH HAS
      COMMITTED: (the HI expects applicants to have requested funds elsewhere when
      applicable)

TOTAL PROJECT COSTS $_____

TOTAL FUNDS REQUESTED FROM OTHERS $_____

TOTAL FUNDS REQUESTED FROM HUMANITIES INSTITUTE: $_____