
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)
6. Letters of support from relevant Department Chairs,
Program Directors, and others relevant to proposal. ()

Project Title: _____

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

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

HUMANITIES INSTITUTE APPLICATION FORM
FACULTY DEVELOPMENT OR RESEARCH

1. Project Director: _____

Campus Address: _____

Campus Phone: _____

Project Associate(s): _____

Campus Address: _____ Phone: _____

Campus Email: _____

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. Type of Application: _____ New
_____ Resubmission

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

6. Total Project Funding:

Total project: \$ _____

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

TOTAL MONIES REQUESTED FROM THE HUMANITIES INSTITUTE \$ _____

7. **Project Title:**

8. **Abstract:** In this **brief** description of the project, indicate the theme/purpose, connection to the curriculum/strategic initiatives, expected outcomes, and involvement of faculty and/or students (if applicable). **200 words maximum**

9. **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.

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

11. **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.

12. **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 detail of how the funds will be spent, a rationale 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: \$ | _____ |