

**Texas Woman's University**  
**Faculty Development Grant Application**  
**Summer 2025, Fall 2025, Spring 2026, Summer 2026**  
**Due: Monday, December 16, 2024 to the Faculty Success Office**

Note: Please attach a copy of your current curriculum vitae to this application. After the dean's signature is obtained, send the application to the Center for Faculty Success (facultysuccess@twu.edu; 81-3500).

Policy: Faculty development grants are awarded once a year for faculty to pursue professional development as teachers, scholars, and leaders. These are not to be used to present at conferences, nor are they research grants. The intended outcomes are that faculty will have developed new skills/expertise that will advance them, primarily as teachers and mentors, but also as scholars and leaders.

1. Faculty Name: \_\_\_\_\_
2. College: \_\_\_\_\_ 3. Component: \_\_\_\_\_
4. Title/Rank: \_\_\_\_\_ 5. Amount requested: \_\_\_\_\_
6. Date of Last TWU Faculty Development Grant \_\_\_\_\_
7. Additional Source of Financial Support for this Faculty Development Grant:  Yes  No
  - a. If Yes: Source: \_\_\_\_\_ b. Amount: \_\_\_\_\_
8. Complete the Abstract and Project Description/Justification. The justification must specify how the grant will result in the faculty member's professional growth and contribute to the strategic plan of the department, college, or the university. This statement must also specify the anticipated product of this grant and how the faculty member will share this with the university community.
9. Approvals:

\_\_\_\_\_  
(Signature of Faculty Member) Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Component Administrator) Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Dean) Date: \_\_\_\_\_

Send the completed application to the Center for Faculty Success (facultysuccess@twu.edu; 81-3500), which will facilitate the review of the proposal.

\_\_\_\_\_  
(Signature of Chair, Faculty Development Committee) Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Provost) Date: \_\_\_\_\_

## Project Abstract

Proposal Title: \_\_\_\_\_

**Abstract:** Write an abstract (150 words or less) that briefly describes to a reader outside of your discipline the proposed faculty development grant activity.

## Project Narrative

Provide a description of your project by answering the 5 questions below in the space provided. Number each aspect to match the questions below.

1. **Description:** For what will the grant be used, including information on location, methods, collaborators (including sources of funding for others), equipment needs, etc.? Address why this grant is necessary to accomplish the project.
2. **Professional Growth:** How will this project contribute to your professional growth as a faculty member?
3. **Institutional Development:** How will this project contribute to the strategic plan of the department, school, college and/or university?
4. **Objectives:** What are the primary outcomes anticipated? What product (e.g., new course, book, performance, exhibition, software, etc.) will emerge from this project?
5. **TWU Outcome:** How will you share the products of your Faculty Development Grant with the TWU community (e.g., oral presentation)?

Proposal Title: \_\_\_\_\_

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## Itemized Budget and Budget Justification

Proposal Title: \_\_\_\_\_

List the items and amounts under each budget category. Then, explain in the Budget Justification how you arrived at each figure. Please round figures to the nearest dollar. For travel for faculty development, attach printed information about the costs of the training and travel. Include a description of any resources being provided by other sources.

**BUDGET**

**AMOUNT REQUESTED**

- |   |       |
|---|-------|
| 1. Maintenance and Operations (M&O)                         | _____ |
| 2. Travel   |       |
| a. Airfare  | _____ |
| b. Meals  | _____ |
| c. Lodging  | _____ |
| d. Mileage  | _____ |
| 3. Capital (Equipment with a unit price of \$1,000 or more) |       |
| 4. TOTAL AMOUNT REQUESTED                                   | _____ |

**Budget Justification (For each item included in the budget above, list the corresponding number (e.g., 1. Maintenance and Operations) and then provide a rationale for that cost.)**