

Texas Woman's University Faculty Development Grant Application

Note: Please attach a copy of your current curriculum vitae to this application. After the dean's signature is obtained, submit the application to facultycommons@twu.edu.

Faculty development grants are awarded throughout the 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. This is an opportunity to innovate and try something new in teaching or scholarship. In receiving this grant, faculty are expected to share their new knowledge with other TWU faculty in a public forum such as the annual Teaching and Learning Symposium or another event hosted through the Faculty Commons.

1. Faculty Name: _____

2. Component and College: _____

3. Title/Rank: _____

4. Amount Requested: _____

5. Requested Date for Funding: _____

6. Complete the Abstract and Project Narrative Sections: The narrative 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 university. This narrative must also specify the anticipated product of this grant and how the faculty member will share this with the university community.

7. Approvals:

(Signature of Faculty Member) Date: _____

(Signature of Component Administrator) Date: _____

(Signature of Dean) Date: _____

Send the completed application to facultycommons@twu.edu for review.

(Signature of Chair, Faculty Development Committee) Date: _____

(Signature of Vice Provost for Faculty Affairs) 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. 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., presentation at the annual Teaching and Learning Symposium)?

Itemized Budget and Budget Justification

List the amounts within each budget category, rounding to the nearest dollar. In the Budget Justification section, explain in detail how you arrived at each figure. (Note: Total university-funded travel for professional development, including online conferences, cannot exceed \$3,000; you will be asked to indicate your component's annual professional development travel funding below.)

BUDGET	AMOUNT REQUESTED
1. Maintenance and Operations (M&O)	_____
2. Capital (Equipment with a unit price of \$1,000 or more)	_____
3. Travel (amount of professional development travel provided by the component: _____)	
a. Airfare	_____
b. Meals	_____
c. Lodging	_____
d. Mileage/Incidentals	_____
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.