



Faculty Development and Travel Grants Application Checklist

*To edit this document, you will need to **copy this file to your personal Google Drive** (go to “File” in the toolbar above, then “Make a copy”) or **download this file to your local drive** (go to “File” in the toolbar above, the download in your preferred format)*

Please remember these points as you prepare your application for Faculty Development and/or Travel Grants:

- ☐ Review Chapter IV of the Faculty Handbook: [Faculty Development Grant and Research Travel Grant](#)
- ☐ Review application schedule for the academic year to determine proposal due dates (available on the Faculty Services [Important Dates website](#))
- ☐ Determine funding requirements and eligibility
- ☐ Determine funding category (Faculty Development Grant or Travel Grant Category I or Category II)
- ☐ Fill out the required cover page completely and accurately

Proposal Development:

- ☐ Use appropriate headings for each section ([Chapter IV page 7 of the Faculty Handbook](#) - Outline and Rating Sheet)
- ☐ Understand that applications will stand on their own merit
- ☐ Make sure that the budget request on the cover sheet matches the budget request in your proposal
- ☐ The proposal should explain and justify each budget request
- ☐ Do not go over 5 pages for the proposal (not including supporting documents)
- ☐ Make sure that you have received the appropriate dean/director signatures
- ☐ Project Description: Make sure that the project is understandable and in lay language
- ☐ Support the significance of the project and how it will benefit your professional development
- ☐ Demonstrate your knowledge of similar projects and what contribution this project will make to the university and community
- ☐ Outline the methodology, plan or objectives - a timeline is helpful
- ☐ Make sure the budget is detailed and presented clearly with supporting documents if possible (see page 5)
- ☐ Include information that shows that you can accomplish your goals

- ☐ Demonstrate a need for "seed money" if applicable - new faculty or new growth directions
- ☐ Format and Presentation of Proposal - correct format, complete and accurate, includes documentation and supporting information, clear and understandable "lay" language, correct grammar and spelling, cover sheet complete
- ☐ Include an updated CV
- ☐ Have a colleague or mentor review your application If possible

Points to Remember:

- ☐ Category I travel grants **are not** reviewed by the Faculty Grants and Leaves Committee
- ☐ Category II travel grants **are** reviewed by the Faculty Grants and Leaves Committee
- ☐ Mark the appropriate category on the cover sheet- see [Chapter IV page 8 of the Faculty Handbook](#) for details
- ☐ Include all appropriate supporting documents such as letters of invitation, letters of support, estimated travel or conference expenses
- ☐ Funds must be used during the appropriate funding period
- ☐ Denial of a proposal (rankings and funding) - revise and re-submit in the next round
- ☐ Submit report on the results of work within three months of completion