

**CHANCELLOR'S FACULTY SMALL GRANTS PROGRAM
2011 – 2012**

PROPOSAL FORMAT

Deadlines to:

Deans: February 10, 2012

Academic Affairs: February 17, 2012

Faculty notification of awards: February 22, 2012

Each proposal must contain the items listed below and should be no more than two pages. Submit three copies of your proposal to your department head. The department will retain one copy and send two copies to the dean. After prioritizing all requests, the dean will send one copy of each to the Academic Affairs.

1. Today's date
2. Your name
3. Your rank
4. Your college and department
5. Your address
6. Expected dates of the project
7. Amount requested (maximum award \$1,000)
8. A brief description of the project that will be funded by this grant, including a statement as to the value of the project to the institution and to your professional development.
9. An itemization of the basic categories and expenses of this project. If travel is anticipated as an expense, include transportation, lodging, meals, registration, etc.
10. An explanation of any external or internal funds you already have received for this project.