

FORMAT FOR FDA REQUEST FORM

PART 1: Title Page (*fit all of Part I onto a single page*)

1. Title of proposal (centered, top of page, bold 12pt font)
2. Proposer's name, rank, department, and e-mail (centered, one space below title, separate line for each item, 12pt font)
3. Brief Description of Proposal (less than 300 words, single spaced): Provide a brief description of the proposed work and explain how the proposed work will satisfy the FDA criteria described in Section 2.1 of the policy:
 - a) Activities and programming that develops faculty knowledge, skills and agency in the areas of teaching, services, scholarship, and other area that intersect with the professoriate;
 - b) Does not include the execution of a particular research, scholarly, or creative project; funding for the research/scholarly/creative enterprise is provided by the Organized and Creative Activities (ORCA) Program (PS 06.A.08).
4. Itemization of funding requested (see Part 4)
 - a) Amount requested for course instruction replacement cost
 - b) Amount requested for equipment
 - c) Amount requested for supplies and expendable materials
 - e) Amount requested for travel
 - f) Amount requested for other project support
 - g) Total funding requested
5. Provide a list and/or description of all products (publications, exhibitions, performances, etc.) that have resulted from the proposer's past FDA funding.

PART 2: Project Description (limit: 3 pages)

Please include the following:

- 1) *Description of Project*: As applicable, describe the direct benefits of the development opportunity to your professional development (in teaching, service, or scholarship/creative activity) previous work done in the field.
- 2) *Justification and Alignment*: Provide description of the level and extent of direct participation in this faculty development opportunity and how it aligns to the University, College, and/or Department mission and vision. If this opportunity is outside of the realm of current expertise, what is the justification for transitioning from one field to another.
- 3) *Citations or Bibliography*: On a separate page, provide a list of the references that were cited in the "Description of Project" and/or "Methodology" sections above
- 4) *Plan of Work*: Provide a timetable for the completion of the work and a justification for any proposed reassigned time and/or travel essential to the project. Describe the intended use of the results of the project, including a projected outlet for the publication, grant proposal, exhibition, or performance resulting from the proposed project.
- 5) *Qualifications*: Briefly state the proposer's qualifications to conduct this project.

PART 3: Budget (limit: 2 pages)

Prepare a proposed budget for the project that includes brief justifications and total request amounts for each category below:

- 1) *Course Reassigned Time* (cost for replacement faculty)
- 2) *Equipment* (items with useful life of more than one year and a unit acquisition cost of \$250.00 or more)
- 3) *Materials and Supplies* (itemize)
- 4) *Travel Expenses* (itemize and use state accounts allowable expense rates)
- 5) *Other Expenses* (itemize)
- 6) *Total Request*: (provide a total of all expenses listed in 1-5 above)

PART 4: Appendices (limit 10 pages—one hard copy only)

- 1) *Current Vita* (abbreviated, if necessary, to maintain 10-page limit of appendices)
- 2) *Other Documentation* (to support of information described in Part 2 or Part 3)