

# **Grant Development Program 2011-2012**

**Deadlines:** Open (All applications must be submitted at least 3 months prior to the submission deadline)

**Submit:** 5 copies

## **Grant Development Program Application Guidelines**

This program will provide awards of up to \$1,500 to full-time faculty or professional staff to pursue the development of new proposals for submission to external funding agencies. All successful applicants will be required to submit a full proposal (with a budget of at least \$50,000) to an external sponsor within one year from the time of their award.

Full-time faculty and professional staff interested in pursuing this program should fill out the attached application form. It is expected that the applicant will have identified a potential sponsor and contacted that sponsor to discuss funding possibilities. The application form requires a description of the proposed project and a project time line that incorporates the applicant's plans for meeting the grant submission deadline. It is expected that the applicant will have an appropriate level of professional background in the area of the proposed project and will be able to demonstrate the ability and willingness to take the project beyond the level currently achieved.

Applications will be reviewed by the Research and Creative Endeavors Committee with the following considerations in mind: quality of the application, match between proposed grant idea and sponsor (likelihood of developed proposal being successfully funded), and institutional support for the grant idea and subsequent proposal. **A completed application form should be submitted for review by the committee at least three (3) months prior to the proposal submission deadline.**

Allowable budget items include travel, supplies, books, duplicating, telephone, etc.

Questions concerning the grant development program should be directed toward Nancy Dodge Reyome (2130, dodgenm@potsdam.edu).

# Grant Development Program Application

Name \_\_\_\_\_ Tel. # \_\_\_\_\_

Department \_\_\_\_\_

Department Chair  
(signature) \_\_\_\_\_ Date \_\_\_\_\_

Total Amount Requested (\$1,500 maximum) \$ \_\_\_\_\_

## 1. Title of Proposal

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## 2. Narrative Explaining the Project

[40]

**(Narrative continued)**

**3. Significance to Your Field**

**[10]**

**4. Significance to Your Professional Growth**

**[10]**

**5. External Grant Information**

**[30]**

Name of program and funding agency that the proposal will be submitted to:

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Proposal Deadline: \_\_\_\_\_

Anticipated budget request: \_\_\_\_\_

Timeline for project completion and grant submission:

**6. Proposed Budget**

**[10]**

Travel (itemize travel, food, lodging, etc.)

\_\_\_\_\_

Supplies (list)

\_\_\_\_\_

Other (list)

\_\_\_\_\_

TOTAL:

\_\_\_\_\_