

Faculty Development Awards Format Overview

I. Cover Page

II. Proposal Body (9-page maximum)

Background

1. Background
2. Importance
3. Goals and Objectives
4. Procedures
5. Timeline / Budget
6. Reference (*may appear in Appendix to save space if needed*)
7. Outcomes (SMART)
8. Criteria
9. Urgency

Value

1. Professional Growth and Status: (e1)
2. Teaching and Students: (e2)
3. Scholarship and the Scholarly Community: (e3)
4. The University: Advance or develop community, regional or national reputation (e4)
5. The Non-Academic Community

Diligence

1. Applicant Background
2. Other Support, Funding and Commitments

III. APPENDIX – These are documents that you talked about in the Proposal Body section. You should have appendices supporting your diligence section. Be sure to label each document so that the reviewers can quickly find them.

1. Supporting Documentation (*NOTE: If needed, references may appear in this section of appendix*)
2. VITA (*3-page maximum*)
3. Previous FBC Awards (*attach your completion/final report documents as an appendices group – Example: Appendix 3... Appendix 3.1, 3.2, 3.3, etc.*)
4. Internal Support (*Chair/Dean support will be provided to Benefits separately*)