Checklist for Faculty Improvement Grant Application

(Please arrange application materials in the order indicated below.)

1. Application form signed and date stamped by department chair and college dean on or before the Faculty Improvement Grant deadline AND before the activity occurs.
2. Completed budget form.
3. Description and statement of purpose for the grant.
4. Statement of how this will improve performance in relevant Article 22 criteria.
5. Detailed timeline of events.
6. Documentation describing the activity (e.g. printed web pages, brochures, etc. if available).
7. Documentation of figures used on the budget form (e.g. price quotes from airline ticket or hotel web site, tuition fee statements, etc.). Please provide a written explanation if documentation is not available.

Applications that do not follow guidelines will not be considered. The Faculty Improvement Grant Sub-Committee strongly encourages applicants to submit applications for review to their college representative at least one week preceding the Faculty Improvement Grant Deadline.