Total Amount Requested: $ Revised 07.17.20

**book development grant**

***Application for funding***

**Please read** [**HELPFUL HINTS**](http://college.wfu.edu/research-scholarship-creativity/funding-opportunities/) **found on the** [**Faculty Funding site**](http://college.wfu.edu/research-scholarship-creativity/funding-opportunities/) **prior to completing this application.**

Name:

Department:

Rank:

**Proposal Requirements:**

*(All fields will expand as you type)*

1. Project summary:

*(Proposals should be written for educated non-specialists and should be free of jargon)*

1. Sample Chapter:
2. A summary of the progress on the manuscript to date:
3. The name and CV of the proposed scholar or editor.
4. Summary evaluation of what qualifies the person to provide expert critical feedback on the proposed project:
5. Detailed budget including supporting documentation regarding travel and lodging cost (see sample budget below):

|  |  |  |
| --- | --- | --- |
| **Sample Itemized Budget** | | |
| **Destination:** | **Travel Dates:** | |
| **Description of Expense** | | **Amount** |
| Roundtrip airfare ticket (example GSO-London) | | $ |
| Transportation (mileage, streetcars, bus, train, etc…) | | $ |
| Conference Fees (registration, etc…) | | $ |
| Hotel (amount per night multiplied by number of nights) | | $ |
| Meals and Incidentals:  $50 Domestic; $75 International  (Hotel reimbursements may not go over rate of conference hotel) | | $ |
| Miscellaneous (photocopies, microfilms, library fees, supplies etc…) | | $ |
| **Total Amount Requested** | | $ |

1. Please attach a current CV to this application.

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*Signature of Applicant* Date

**To be completed by Department Chair:**

|  |  |
| --- | --- |
|  | This project should be funded |
|  | This project should be partially funded |
|  | This project should not be funded |

**All proposals must be accompanied** **by a supporting letter from the departmental chair**. Please note that this letter is a crucial component of the review process. Chairs are asked to vet proposals to ensure that applicants have provided all information requested above, and that it is comprehensible to an educated audience of non-specialists. Chairs should indicate whether they endorse the particular project proposal in terms of its teacher-scholar relevance, viability, and necessity. In the case of conference travel or funding requested to support performance or exhibition of creative work, the chair is asked to provide an evaluation of the quality and selectivity of the conference, workshop or exhibition venue.

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*Name of Department Chair or Equivalent* Date

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Department Chair or Equivalent*

*Document to be submitted by department chair to* [*Leigh Anne Robinson*](mailto:wrayla@wfu.edu)*.*