

Faculty Evaluation and Development (FEAD) Grant

Application Form

Faculty members **MUST** review the *College of Art and Design's FEAD Program Guidelines* (located on <https://inside.cad.rit.edu>) **prior** to completing a proposal. Please download and complete this document using Adobe Acrobat.

Faculty Information

Name _____

RIT Email _____

Rank

Academic Unit

History of FEAD Grant Funding

- This is my first FEAD Grant proposal.
- I have received FEAD Grant funding in the past. Please list funding received within the last three (3) years.

| Prior FEAD Grant Proposal Title | FEAD Grant Award Date | Final Report Submission Date |
|---------------------------------|-----------------------|------------------------------|
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Abstract: Clearly state the objective and desired outcome in 100 words or less.

Project Narrative: Provide a detailed but concise description of the proposed project (750 words or less).

Anticipated Outcomes: List of measurable outcomes (500 words or less).

Plan of Work Alignment: Describe how this project will contribute to your current plan of work (500 words or less).

Proposed Budget: List all expenses for this project, including any supplementary funding sources.

Expenses cannot be incurred prior to the notification of a FEAD grant award. Select all the apply:

Professional Development:

Conference Seminar Workshop Exhibition

Other _____

I will be presenting/speaking at the event I will only be attending the event for professional development

Event title _____ Destination _____ Date(s) _____

Travel: Follow travel policies summarized at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>

- Airfare: *Use of a RIT designated agency is preferred.* \$ _____
- Car mileage or car rental \$ _____
- Conference registration: *Use the School's Procurement Card and provide itemized receipts.* \$ _____
- Lodging \$ _____
- Per diem meals \$ _____
- Hospitality: *Provide a detailed rationale and list of attendees for reimbursement.* \$ _____
- Misc. (taxi, bus, subway, parking, etc.) \$ _____

Travel Budget Total \$ _____

Other Expenses: (reasonable supplies/equipment/course materials needed)

Course development stipend \$ _____

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

Other Expenses Budget Total \$ _____

Total Funding Requested (add Travel Budget Total and Other Expenses Budget Total) \$ _____

Supplementary Funding Sources: I will be receiving the following additional funding from:

- CAD Professional development/scholarship allotment \$ _____
- Grant (*provide name*) _____ \$ _____
- Waived fees (*list*) _____ \$ _____
- Other _____ \$ _____

Timeline: List all major events, including the initiation, completion, and submission of the final report (500 words or less).

Faculty Member's Signature

Faculty Member's Digital Signature

Date

The faculty member must email this PDF application to their School Director by **November 15th**.

INCOMPLETE OR LATE SUBMISSIONS **WILL NOT BE ACCEPTED**.

*** THIS SECTION TO BE COMPLETED BY THE SCHOOL DIRECTOR ONLY**

School Director Support

- I support this FEAD Grant proposal. I do not support this FEAD Grant proposal.
- This proposed project is **tied to the faculty member’s annual Plan of Work** and will be detailed in their Annual Self Appraisal.

Please provide a clear and concise rationale for your support *or* lack of support (500 words or less):

School Director’s Signature

School Director's Digital Signature

Date

The School Director must email this completed PDF to Michele Washburn in the Dean’s Office by **December 15th**.

INCOMPLETE OR LATE SUBMISSIONS **WILL NOT BE ACCEPTED**.