

## Faculty Education and Development (FEAD) Grant

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### 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 the application form. Please download and complete this application form using Adobe Acrobat.

### Faculty Information

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Name \_\_\_\_\_

RIT Email \_\_\_\_\_

Rank \_\_\_\_\_

Academic Unit \_\_\_\_\_

### History of FEAD Grant Funding

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- 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

**Abstract:** Clearly state the objective and desired outcome in 100 words or less.

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

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

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

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

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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).

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**Faculty Member's Signature**

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

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- 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**

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\_\_\_\_\_  
*Faculty Member’s Digital Signature*

\_\_\_\_\_  
*Date*

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

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