

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.