

PRESIDENT'S FUND FOR FACULTY EXCELLENCE: APPLICATION INSTRUCTIONS

OVERVIEW OF APPLICATION REQUIREMENTS

Title of Proposed Project: The project title must be relevant, specific, and descriptive. You are limited to 150 characters, including punctuation and spaces.

Project Summary/Abstract: Provide a brief summary of your project (150 words), which describes the major objectives of the project and procedures to be followed of accomplish them.

Project Description:

The proposal narrative should be no longer than five double-spaced pages. Additional pages are allowed for references/bibliography and additional supporting materials. Successful proposals will define the outcomes of the proposed work. The deliverables must be appropriate to the proposed project. Evaluation of the impact of the funded work must be included as part of the proposal.

Proposal Budget

Support may be requested for student research assistants, and general research related expenses. Examples of general research related expenses include supplies; software; books, periodicals, and electronic resources, and certain types of travel, for example, travel to a repository to engage in research

A separate detailed budget explanation/budget narrative must be included.

Proposal Submission and Review

The area Dean(s) must sign off on each proposal prior to submission to the Office of Sponsored Programs, Room E-206, MCB.

A complete application consists of the application form, a separate detailed project description, a separate budget justification, and the Proposal Approvals form.

Proposals will be accepted until **4:30 PM** on the deadline date. Proposals should be submitted electronically to Valerie Beaudrault at valerie.beaudrault@simmons.edu by the deadline. In addition, a signed original hard copy of the complete proposal must be submitted to the Office of Sponsored Programs. The signed Proposal Approvals page must be attached to the original of your proposal.

The proposal will be reviewed by the Simmons Fund for Research Committee, which is comprised of faculty from a variety of disciplines.

Reporting Requirements and Acknowledgement of the Fund

Upon completion, a final project report, with documentation related to the project's "final product", must be submitted to the Office of Sponsored Programs.

Publications resulting from research supported by the President's Fund for Faculty Excellence should acknowledge the grant. The acknowledgement should be a variation on the following: This project was supported by a grant from the Simmons College President's Fund for Faculty Excellence. A copy of the acknowledgement page should be attached to the final report.

PRESIDENT'S FUND FOR FACULTY EXCELLENCE APPLICATION FORM

PROJECT DIRECTOR INFORMATION

Name:	Name:
Department:	Department:
Position:	Position:
Telephone:	Telephone:
E-mail:	E-mail:

Project Title (150 characters):

Project Summary/Abstract (150 words):

How does the project relate to one or more of the funding priorities (See program guidelines)?

Briefly describe your project outcome. What is the deliverable?

Amount Requested

PROPOSED BUDGET

ITEM	AMOUNT

TOTAL:	

Have you previously received a President’s Fund Award? yes no
 If yes, please provide the project title and date awarded:
 Project Title(s) and Date(s) Awarded:

Have you previously received a Fund for Research Award? yes no
 If yes, please provide the project title and date awarded:
 Project Title(s) and Date(s) Awarded:

Signature(s) of Project Director(s):	
Signature of Applicant #1	Date
Signature of Applicant #2	Date