

Sponsored Program Creativity Committee

Application Grant Writing Initiative Program

Troy University, Office of Sponsored Programs

Adams Administration Building, Suite 248

Troy, Alabama 36082

334 | 670.3102 (phone)

334 | 670-3259 (Fax)

osp@troy.edu

Modified: December 2008

The "Grant Writing Fund" will provide up to \$3,000 of Development Funding to any faculty member or team wishing to develop and submit a major proposal to an external funding source. The proposal should seek funds that equal or exceed \$8,000.

Applications will be reviewed on an open basis by the Sponsored Program Creativity Committee and a representative from the Provost's Office. Recommendations will be made to the Provost who will make the final decision for the awards. Funding decisions will be made no later than four weeks after the application is received.

The awardee(s) will be required to submit a copy of the completed grant proposal to Sponsored Programs within one year after receiving the award. Sponsored programs should be provided with a copy of the letter from the external agency that notifies the applicant of the funding decision.

INSTRUCTIONS: Applicants should submit one electronic version and one paper copy of the application form along with the proposal (including letter of support and approval and signed coversheet) to the Chair of the Sponsored Program Creativity Committee using the contact information in the heading of this document.

Name _____
Department / School _____
Campus Location _____
Telephone _____
E-Mail Address _____
Signature _____

Position

- Tenured
 Tenure-track

Rank

- Instructor
 Assistant Professor
 Associate Professor
 Professor

NARRATIVE:

Brief narrative describing the proposed use of the Grant Writing Fund monies. Please include the scheduling of release time if this is requested.

REQUIRED ATTACHMENT:

Pre-proposal for external funding source addressing the following:
Rationale or objectives of the project
Main idea to be pursued for the grant
Description of grant's relation to applicant's professional/institutional goals
Identify possible funding sources
Preliminary budget outline

External Funding Requested _____

Development Funding Requested _____

Type of Development Funding Requested:

- Release time during the academic year; or a summer stipend
 Select travel expenses (visits to funding agencies, etc.);
 office and computer supplies, including software;
 hourly wages for assistants
 Other (please explain in the "Budget Justification" to the right)

Budget Justification:

All funding must be used within one year of the grant award date; unused funds will be returned to the Grant Writing Fund. In the event that the principle investigator (PI) fails to submit a proposal to an external funding source, the PI will not be eligible to receive Research and Grants program funding for a period of two years. Awards from this fund and the Faculty Development Committee will not be made concurrently.

Official Signatures:

Department Chair: _____ Date _____

Deans: _____ Date _____

Applicant: _____ Date _____

Applicant: _____ Date _____

Administrative Approval: Chair of Creativity Committee Date _____

Provost Date _____