

**APPLICATION FOR THE FACULTY DEVELOPMENT GRANT PROGRAM  
2012 – 2013**

**CHECKLIST OF APPLICATION CONTENTS**

**Directions: Applicants, please review your packet before submission and complete the following checklist to assure that the necessary contents have been included in the submission packet [original paper application; 1 paper copy; and electronic file]**

**Contents Required for FDGP Application: Place X on the line to indicate inclusion and/or review of requirements for the application packet. Please note that it is the responsibility of the applicant to include letters of support from the Dean and/or the Department Chair in the application.**

- \_\_\_\_\_ **1. Application title page**
- \_\_\_\_\_ **2. Funding request**
- \_\_\_\_\_ **3. Budget and justification**
- \_\_\_\_\_ **4. PI bio sketch**
- \_\_\_\_\_ **5. Other support materials**
- \_\_\_\_\_ **6. Past FGDP awards information**
- \_\_\_\_\_ **7. Project narrative**
- \_\_\_\_\_ **8. Letters of support [Dean\_\_\_\_: Department Chair\_\_\_\_\_]**
- \_\_\_\_\_ **9. Read and saved Final Report Guidelines and due date information**

**Name of Applicant:** \_\_\_\_\_

**Name of Person Delivering Application Packet to Senate Office:**  
\_\_\_\_\_

**Date Application Packet Delivered to Senate Office:** \_\_\_\_\_

**Date of Senate Office Receipt of electronic file:** \_\_\_\_\_

**APPLICATION TITLE PAGE**

**Directions:** Do not use a font size smaller than 11 pt. We recommend a serif font (e.g., Times Roman and left justification only.

**TITLE OF PROJECT:**

**PRINCIPAL INVESTIGATOR, SCHOOL, AND DEPARTMENT:**

**CO-INVESTIGATOR(S), SCHOOL(S), AND DEPARTMENT(S):**

**CAMPUS ADDRESS:**

**TELEPHONE NUMBER:**

**EMAIL ADDRESS:**

**PROJECT PERIOD:**

**HUMAN/ANIMAL SUBJECTS APPROVAL REQUIRED:**      \_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

(If yes, provide IRB or IACUC approval number or expected date of approval. Funds will not be released until approvals are received in Senate and Vice Provost's Office.)

**FUNDING REQUEST**

- FDGP Funds: \$ \_\_\_\_\_
- School/Department Matching Funds: \$ \_\_\_\_\_
- **TOTAL Amount Requested:** \$ \_\_\_\_\_

**School/Department Financial Business Officer to be notified if funding is approved:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**BUDGET AND BUDGET JUSTIFICATION (1 page):**

**Personnel:**

- Name
- Role
- Amount Requested

**Note: Include all persons involved with proposal funding**

**Supplies (itemize):**

**Equipment:**

**Travel:**

**Other expenses:**

**Total requested:**

\$ \_\_\_\_\_

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**Budget Justification**

Explain the need for the major components of the budget request. Travel requests should include an explanation of the importance and relevance of the trip.

**PI BIOGRAPHICAL SKETCH (2 PAGES)**

**Name:**

**Current Position:**

**Educational Background:**

<u>Institution</u>	<u>Degree</u>	<u>Date</u>
<u>Field</u>		

**Research and Professional Experience, Honors, and Awards:**

**Publications (last 3-5 years; separate into refereed and non-refereed):**

**Presentations at national and international professional conferences (last 3-5 years):**

**OTHER SUPPORT MATERIALS/INFORMATION**

List all active and pending projects. Provide the title, award number, name of principal investigator, project period, and annual direct costs. Summarize the goal of the project and describe any overlap with the current request (e.g., the major goal of this project is to evaluate three ways of improving water quality in the Cahaba River. The funds requested from the FDGP will allow us to extend our observations to three additional locations.)

Past UAB FDGP Awards Information

**To be completed by previous recipients of the UAB Faculty Development Grant Awards only**

**Directions:**

**Please complete the following for all FDGA awards received in the past five years:**

- 1. Title:**
- 1. Year of award:**
- 2. Major outcomes (list publications/presentations):**
- 3. Other grants applied for/funded to support this work (may attach copies of cover pages, award notices, etc.)**

## **PROJECT NARRATIVE (LIMITED TO 5 PAGES)**

The narrative should include sections that describe what will be done and why, methodologies or a timeline describing how the project will be completed, anticipated outcomes of the project, and how the project will be assessed. Application will be reviewed by a multidisciplinary team; therefore, it is recommended that the narrative be divided into the following sections:

**1. *Goals and objectives***

Clearly state the purpose or objective of the proposed work and how the work relates to the purpose of the FDGP.

**2. *Background***

Include evidence that the Principal Investigator has identified resources (experiments, publications, library holdings, seminars, workshops, etc.) which would indicate that the goals and objectives can be achieved.

**3. *Methodologies or Timeline***

Describe how the project will be completed. For some projects, a timeline describing important dates in the project may be helpful.

**4. *Anticipated Outcomes/Assessment***

Clearly state the outcomes of the project. Outcomes should result from the goals and objectives and align with the objectives of the FDGP. Indicate how the project will be evaluated.

**5. *Career Development***

Describe how the project will develop new skills, new research areas, or provide exposure to experts in the field outside of UAB. Identify possible “next steps” that will be taken upon completion of the project.

**LETTERS OF SUPPORT FROM DEAN AND DEPARTMENT CHAIR**

**All applications must be accompanied by letters of support from the Dean and the Department Chair. There must be a clear indication as to who will be providing the matching funds (i.e., department or school). Faculty members are advised to approach their dean or chair as soon as possible so that the letters of support are INCLUDED IN THE APPLICATION PACKET and received by the due date.**

**FINAL REPORTS FOR FDGP RECIPIENTS IS ONE YEAR FOLLOWING THE  
AWARD**

FOR 2012 RECIPIENTS THE FINAL REPORT MUST BE SUBMITTED BY  
OCTOBER 1, 2013

REPORT TO BE SUBMITTED TO CAROL RAY, SENATE OFFICE ASSOCIATE AT  
<http://www.uab.edu/facultysenate>  
934-6619

**FINAL REPORT GUIDELINES**

**Investigator's Name**

**Title of Project**

**Executive Summary**

This is a short narrative (normally one page) that transmits the essence of the project.  
The description should address the bullets below.

**Background**

**Problem Statement or Purpose**

**Results or Findings**

**Outcomes of project [manuscripts, presentations, grant applications, creative works,  
development of new skills]**