

Faculty/Staff Project Award Application



Applicant Name

Position/Job Title

Email Address

Phone Number

Applicant School or Department

Co-applicant Name(s)

Project Title

Amount Requested

Project Type

Applicant Signature

Co-Applicant Signature

Dean/Supervisor Signature of approval

Note: All recipients of the FSW Faculty/Staff Support Project Award must submit a final report (with receipts/invoices) to their Dean/Supervisor no later than one month after project completion. For budget tracking purposes, also share the final report (with receipts/invoices) with the Office of Sponsored Programs and Research: Joseph van Gaalen (joseph.vangaalen@fsw.edu) or Jessica Godwin (jessica.godwin@fsw.edu).

The deadline for application submission is September 01 of each year, with funds spent by June 30 of the following year.

The completed and signed application must be submitted to the Office of Sponsored Programs and Research: Joseph van Gaalen (joseph.vangaalen@fsw.edu) or Jessica Godwin (jessica.godwin@fsw.edu).

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Project Narrative

Include: ¹ Overview, ² Goals and Significance, ³ Population Impacted, ⁴ Number of Participants, ⁵ Proposed Start and End Dates

Note: Limit your response to the space provided below.

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Detailed Timeline

Note: All funds must be spent by the end of the fiscal year in which funds are granted.

Current and Past Special Projects funded by FSW

Include: ¹ Project Title, ² Year, ³ Outcome and Value added to the College Community

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Budget Breakdown (Maximum request of \$5,000 per academic year)

Supplies Funds Requested

Supplies Needed & Purpose

Technology Funds Requested

Technology Requirements & Purpose

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Budget Breakdown (continued)

Marketing Funds Requested

Marketing Requirements & Purpose

Other Funds Requested

Other Requirements & Purpose