**Cover Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Proposal |  | | | |
| Brief Description (50 words) |  | | | |
| Category of Funding Requested  *Quote required for equipment or software* | Equipment | Supplies | Software | Other |
| Total Amount Requested |  | | | |
| Date Needed |  | | | |
| Faculty Name |  | | | |
| Department/School |  | | | |
| Campus Address |  | | | |
| Telephone Extension |  | | | |
| Email |  | | | |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Exec. Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only**

Research Support Package review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORSP

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost and Vice President for Academic Affairs

**Proposal**

Attach your proposal here, limited to a ***maximum of three pages***. Include the following sections:

1. **Title**
2. **Narrative**

Describe the nature of the research or scholarly support requested, the reason for the request, and the expected outcomes if support is granted.

1. **Link to University Mission, Program Goals, and Student Learning Outcomes (SLOs)**

Describe how the expected outcomes of this proposal support University mission outcomes and how this proposal is linked to specific Program Goals and Student Learning Outcomes.

1. **Project Evaluation/Assessment Process**

Describe the assessment process you will use to determine whether the outcomes have been achieved, including the assessment measures that will be used and the timeline. Note that, if funded, you will be required to submit an assessment report.

1. **Budget**

Use the attached form to detail budget requests. Quotes must be attached for all equipment or software requests. *The budget form does not count in the three page maximum limit for the proposal.*

**Budget**

Detail the items being requested and the amount requested for each item. Quotes must be attached for any equipment and software requests. For all other requests, list the source of the budget estimate.

**Equipment** *(individual items over $500)*

|  |  |  |
| --- | --- | --- |
| Description | Amount Requested |  |
|  |  | Attach quote |
|  |  | Attach quote |
|  |  | Attach quote |

**Software**

|  |  |  |
| --- | --- | --- |
| Description | Amount Requested |  |
|  |  | Attach quote |
|  |  | Attach quote |
|  |  | Attach quote |

**Supplies**

|  |  |  |
| --- | --- | --- |
| Description | Amount Requested | Estimate based on *(e.g., listed price in catalog or online)* |
|  |  |  |
|  |  |  |
|  |  |  |

**Other**

|  |  |  |
| --- | --- | --- |
| Description | Amount Requested | Show calculation if hourly rate was used for estimate |
|  |  |  |
|  |  |  |
|  |  |  |

**TOTAL AMOUNT REQUESTED $ \_\_\_\_\_\_\_\_\_\_\_**