East Carolina University Faculty Senate

**TEACHING GRANTS COMMITTEE**

**2024/2025 Teaching Grant Application**

This application will be used for a blind review of the proposals. The applicant’s/applicants’ name(s) should **not** appear anywhere in the Teaching Grant Application. The Teaching Grant Application must adhere to the formatting guidelines described in the Teaching Grants Application Guidelines.

The application should begin on a new page and should **not include these instructions**. Reference the Teaching Grants Application Guidelines for additional details.

1. Each of the following will be used to evaluate your proposal.

The proposal must use these headings in the following order:

1. Proposal Title
2. Abstract
3. Proposal Narrative
   1. purpose/objective
   2. project description (approach/method/procedure)
   3. need and impact
   4. schedule of activities and their proposed deadlines for SS1
   5. evaluation plan

2. Complete the attached budget form for the Project Expense portion of the Grant.Summer stipend amount should NOT be included in the budget. If you are requesting Project Related Expenses OR Dual: Summer Stipend and Project Related Expenses, you should complete this form.

3. Appendices

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**Budget for a 2024/2025 Teaching Grant**

To be completed by all applicants

1. Summer Stipend
2. Project Related Expense
3. Dual: Summer Stipend and Project Related Expense

Complete the remainder of the budget sheet only for project related expenses other than a summer stipend.

|  |  |  |
| --- | --- | --- |
| Item | Funding Requested | \*Funds from Other Sources |
| a) Honoraria  Banner Account # | $ | $ |
| b) Educational/Research Supplies  Banner Account # | $ | $ |
| c) Travel Expenses - Registration fees  Banner Account # | $ | $ |
| Travel Expenses - other  Banner Account # | $ | $ |
| d) Communication – Telephone  Banner Account # | $ | $ |
| Communication - Postage/mail  Banner Account # | $ | $ |
| e) Printing  Banner Account # | $ | $ |
| f) Other Services (engraving, ads, food, services)  Banner Account # | $ | $ |
| g) Equipment - under $500.00  Banner Account # | $ | $ |
| Equipment - over $500.00  Banner Account # | $ | $ |
| TOTAL | $ | $ |

Student wages are not an allowable expense. Projects expenses are subject to funding availability. \*Identify Other Funding Sources:      