

## Professional Development Grant Application Cover Form

Submit a copy of this form and all accompanying materials to the Office of the Provost and the Dean of the College by noon on the deadline for the grant program for which you are applying.  
Submit by emailing all documents to [doc@stolaf.edu](mailto:doc@stolaf.edu).

Applicant's Name and Department: \_\_\_\_\_

Project title: \_\_\_\_\_  
\_\_\_\_\_

What is the dollar amount you are requesting, and in a sentence or two, what would the funds be used for? (E.g., "I am requesting \$2000 for travel to a conference to present a paper.")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposal Type:

- ◇ Proposal on behalf of a department, program, or group of faculty members
- ◇ Individual proposal

*If a group proposal, list co-participants distinct from the lead applicant named above.*

_____	_____
_____	_____
_____	_____
_____	_____

If entire department(s), simply name the program or department(s):

\_\_\_\_\_  
\_\_\_\_\_

This project is principally intended for:

- ◇ Curriculum development
- ◇ Artistic or scholarly work
- ◇ Other (if other, briefly describe):

\_\_\_\_\_

Proposal Timeline:

- ◇ Projects to be completed in January/Spring Semester (due third Wednesday of October)
- ◇ Projects due to be completed in Summer/Fall Semester (due second Monday of March)

Applicant's Faculty (check all that apply to your appointment):

- ◇ Fine Arts
- ◇ Natural Sciences and Mathematics
- ◇ Humanities
- ◇ Interdisciplinary and General Studies
- ◇ Social Sciences

Applicant's Appointment (check applicable category):

- ◇ Tenured Faculty
- ◇ Tenure-Track Faculty
- ◇ Teaching Specialist
- ◇ Special Appointment
- ◇ Term Appointment

Consultation with Associate Faculty Dean(s):

- ◇ I have already consulted with my Associate Dean(s) on possible funding.
- ◇ I have not yet consulted with my Associate Dean(s) on funding possibilities.

Past Awards (check any that apply)

- ◇ I have received individual professional development grant funding in the past two years
- ◇ I have received other individual internal funding in the past two years (please explain below):
  
- ◇ I have received professional development grant funding on behalf of a department, program, or group of faculty members in the past two years (please indicate whether co-applicants have received such group funding in the space below):

Materials Submitted by Applicant (check all that apply) (*Submit as separate PDFs, please.*)

- ◇ This cover form (required for all grant programs)
- ◇ Narrative proposal (required for all grant programs)
- ◇ Current Curriculum Vitae for applicant, if applying for individual funding
- ◇ Grant Budget Form (required for all grant programs; submit as Excel (.xlsx) file)

Materials to be Submitted Under Separate Cover:

- ◇ Professional development grant chair's response form.

*The Faculty Life Committee is eager to assist faculty with opportunities for external funding and dissemination of research.*

*The Director of Government, Foundations, and Corporate Relations and the Director(s) of the Center for Innovation in the Liberal Arts may be able to suggest additional avenues for funding and means of disseminating your work.*