**Open-ended Questions for On-line FR&D Application**

**Submission Instructions:**

* **Proposals will consist of a cover page and body, please submit them as one file.**
* **Review of proposals is blinded. Do not include any identifying information, such as your name, in the proposals or in the name of the file you submit. If you are citing your previous work, simply omit your name in the citation.**
* **Save as a .pdf and upload to the FR&D application web site. When you upload, be sure to choose the appropriate category (e.g., “summer fellowship with financial assistance,” “summer fellowship”)**

**Cover Page: Each proposal is to have a cover page with the responses to the following three prompts:**

1. **Title of Proposal -** State the title of your proposal.
2. **Abstract for Proposal** - Please write a 250-word abstract of your proposed project. This should summarize the main points of your proposal, rather than adding new information that is not found in the body of the proposal.
3. **Prior FR&D Support** - List briefly FR&D support you have received over the past three years, if any, and the associated, concrete outcomes from that support.

**Body of Proposal: Please respond to the following prompts, numbered and in order. Word count limits are not applied to specific sections to allow for greater flexibility in crafting a persuasive proposal. However, your total written response to following six prompts may not exceed 1500 words (Proposals for Reassigned-time Fellowships may not exceed 750 words).**

1. **History and Current State of the Project** – Describe the history and current state of the proposed work. Explain how the current proposal fits into or stems from an ongoing research and/or development agenda. If the proposed work takes your current research and/or development agenda in a new or different direction, explain clearly why.
2. **Timeline and Outcomes** – Describe the timeline and projected outcomes of your proposed work. Explain how you see your work unfolding and its projected results. Indicate when key tasks will occur, including submissions for peer-reviewed scholarship, publication deadlines or dates, performances, presentations, consultations, shows, exhibitions, etc. If your work requires permission from Elon’s Institutional Review Board, include the date approved or expected approval date.
3. **Assessment of Success** – Identify how you will measure the success of your project, incrementally throughout the duration of your project and/or at the culmination of your project.
4. **Record of Achievement** – Describe your own record of success and achievement as it pertains to your proposal. What evidence do you have to date that supports your ability to achieve the goals, objectives, and/or projected outcomes of this work, including – but not limited to – past funding, publications, achievements or accolades related to this work, etc.
5. **Benefits** – Explain how your work may benefit any one or combination of the following: your own development as a teacher-scholar, your discipline, Elon University, and/or the public good.
6. **Previous or additional support** – If you have received and/or applied for any additional support for your proposed work, please briefly describe the length and nature of the support.
7. **Word count** – Please indicate the total number of words in your proposal, minus the title and abstract (in Word, the word count function is under “Tools”).

**To be completed if requesting financial assistance. Financial assistance may be appended to any application or be a self-standing request. Please be sure to choose the appropriate funding category from the drop-down menu on the FR&D site.**

* **Budget** – If your project includes a request for financial assistance, please outline your budget or anticipated expenses in detail.

**To be completed if applying for sabbatical**

* **Eligibility** – Please answer the following questions. “Have you completed at least five years of service to the University in full-time, continuing term status? If applicable, what is the academic year of your last sabbatical?”

**To be completed if applying for full-year/full-pay sabbatical**

* **Record of Scholarly Accomplishment** – Please include an outline of peer-reviewed scholarship, grants, performances, etc. over the past six years that reflect a record of scholarly accomplishment related to the proposed project.
* **Consideration if not awarded** – If you are not funded for a full-year/full-pay sabbatical, do you wish your proposal to be considered for a half-year/full-pay or full-year/half-pay sabbatical? If so, briefly describe how would you modify your project accordingly and your proposal will be reviewed with this addendum for half-year/full pay or full-year/half pay sabbaticals.