**Faculty Research & Development Funding Application**

**Open-Ended Questions**

**Instructions**

1. **Proposal Format**: The funding application will consist of two elements: 1) a cover page, and 2) short responses to open-ended questions. **Please combine these elements into one document and upload a single PDF file to the FR&D application portal.**
2. **Anonymous Review**: FR&D funding is awarded through an anonymous review process. **Please do not include any identifying information, such as your name, in the proposal or in the name of the file.** If you are citing your own work, simply omit your name in the citation.
3. **Financial Assistance**: Faculty submitting a funding proposal that includes financial assistance (i.e., financial assistance only, full-year/full-pay sabbatical with financial assistance, regular sabbatical with financial assistance, summer fellowship with faculty assistance, and/or Hultquist Stipend with financial assistance) must include a budget with their proposal. Budget format guidelines are provided in the appropriate section of this application. **Please be sure to choose the appropriate funding category from the drop-down menu on the FR&D application portal to indicate that your proposal includes a financial assistance request.**
4. **Full-year/full-pay Sabbatical** Faculty submitting a full-year/full-pay sabbatical application are asked to indicate if they would like their proposal to be considered for a half-year/full-pay or full-year/half-pay sabbatical in the event they are not awarded a full-year/full-pay sabbatical. Guidelines for responding to this question are provided in the appropriate section of this application

**Cover Page**

Please create a cover page with responses to the following 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. The abstract should summarize the main points of your proposal, rather than adding new information that is not found in the short answer responses.

1. **Prior FR&D Support** - List any FR&D support you received during the past three FR&D funding cycles. If you did receive funding, briefly summarize the outcomes of funded efforts.

 Fall 2023 Application

 Fall 2022 Application

 Fall 2021 Application

1. **Sabbatical applicants, please respond to the following questions:**
2. Have you completed at least five years of service to the University in full-time, continuing term status?
3. If applicable, what is the academic year of your last sabbatical?

 **Short Answer Responses**

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 the following six prompts may not exceed 1500 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 record of success and achievement as it pertains to this 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, performances, achievements, or accolades, etc., related to this project*? If you are applying for a full-year, full-pay sabbatical, this response should outline your record of achievement for the past six years.*
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 the proposed work, please briefly describe the length and nature of the support.
7. **Word count** – Please indicate the total number of words in your short answer responses, (in Word, the word count function is under “Tools”).

**Financial Assistance**

Financial assistance is money awarded above and beyond regular pay or stipends in support of

a variety of expenses associated with research and development activities. Please see the Faculty Handbook (Section U27F in Grants Awarded by the Faculty Research and Development Committee) for guidance on the types of expenses that can be included in FR&D financial assistance requests. Please use the following table to format your budget request. Add additional rows, as needed.

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| --- | --- | --- | --- | --- |
| **Item name** | **Description of item** | **Link or source for expense (when possible, please include a vendor link)** | **Relevance to Project**Explain the relevance and importance of the requested expense. What is the purpose of the expense? Could you complete the project without this item/expense? | **Cost** |
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|  **Total** |  |

**Full-year/full-pay Sabbatical**

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 you would modify your project accordingly and your proposal will be reviewed with this addendum for half-year/full-pay or full-year/half-pay sabbaticals.