

**THIS IS A SAMPLE OF THE ONLINE APPLICATION FORM.
PLEASE FOLLOW THE INSTRUCTIONS IN THE GUIDELINES
DOCUMENT TO ACCESS THE ONLINE FORM.**

**Hofstra College of Liberal Arts and Sciences
Faculty Research and Development Grants (FRDG) - 2017**

Faculty Submission Form

The deadline for receipt of FRDG applications **is 4 p.m., Friday, February 17, 2017.**

Faculty Member's Name: Your Name
Campus Email Address: YourHofstraEmail@hofstra.edu
Campus Phone Ext: 3-EXT
Rank: Professorial Rank
Department: Your Department
Title or Purpose of Proposal: **Enter Title of Your proposal**

ENTER YOUR OWN CURRENT PROPOSAL (2017-2018) INFORMATION

Examples of costs that may be defrayed by an HCLAS Faculty Research and Development Grant include, but are not limited to, laboratory supplies, instrumentation, research-related travel expenses, conference expenditures not covered by College travel funds, data-base search time and print-outs, library access and use fees, and photocopying of research materials. FRDG resources should preferably be used by and for Hofstra faculty and student researchers. Justified expenses for special technical services, test subjects, and competent student research assistants will, however, be funded where possible.

BUDGET: These are numerical values all explanation of these values is indicated in your current proposal that is attached.

No dollar signs and no commas in the numerical boxes. Either a value or a zero must be entered in each numerical box. Expenditures for equipment, supplies, services, etc. will not be supported unless an immediate use is specified. For equipment intended for limited or one-time-only use, we strongly recommend exploring the possibility of rental. All equipment completely funded by the HCLAS Faculty Research and Development Grants belongs to the University and will revert to general University use upon completion of the funded project or after three years, whichever comes first. **PLEASE NOTE: All requests for purchase of computers need to be completed through the Computer Center at Hofstra.**

- 1) Equipment/Supplies:
- 2) Food/Lodging:
- 3) Library Fees:
- 4) Student Assistants:

Only exceeding HCLAS annual travel allowance--\$1250 for full-time faculty and \$600 for adjunct faculty for AY2016-2017). Faculty must provide documentation for specific conference(s) they plan to attend as well as titles and/or topics of workshops and/or presentations to be made, or official duties. Applications that do not include this information will generally be considered insufficient for conference funding.

- 5) Research Travel Expenses:

Conference travel will be considered for funding, provided the faculty member has documented that she/he will be taking an active role in the conference (e.g., presenting research, moderating a session, participating in a workshop, acting as an officer of the organization), and provided that the applicant also demonstrates that monies

for conferences from the regular College fund have been exhausted. The current proposal should specify the conference title, location, and dates. FRDG and PRAP funds are not intended to take the place of HCLAS conference travel funds; therefore faculty must indicate how the expenses for such travel exceed the current travel budget (\$1250.00 for full-time faculty and \$600.00 for adjunct faculty for the 2016-17 academic year). IF YOU ARE REQUESTING CONFERENCE FUNDING, PLEASE FOLLOW THESE DIRECTIONS VERY CAREFULLY. IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU WILL NOT RECEIVE FUNDING FOR YOUR CONFERENCE TRAVEL.

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|---|--|
| 6) Conference Travel Expenses: | List each conference as follows:
name of conference, dates of attendance, and dollar amount |
| 6a) Conference Travel Expenses Total: | Inset here: Total dollar amount of above conference travel expenses list |
| 7) Other Budget Items - Non-Travel Expenses: | List each non-travel expenses and dollar amount |
| 7a) Other Budget Expenses Total: | Inset here: Total dollar amount of above non-travel expenses list |
| Total Amount Requested for this year's project: | $1+2+3+4+5+6a+7a$ |

ENTER YOUR PROPOSAL INFORMATION FROM LAST YEAR (IF APPLICABLE)

SUMMARY OF LAST YEAR'S AWARD (2016-17 FRDG)

Title of Last Year's Proposal:

If you did not submit a proposal last year enter N/A

Is your current proposal a continuation from last year's project?

Respond -- Yes or No

Publications/Presentations/Grants, etc. generated from previous award: Specify "in progress", "accepted", "in print", etc.

3 - 4 entries, maximum.

Summary of Results from Last Year's Project:

PLEASE WRITE A SHORT SUMMARY (250 words or less)

Please attached a copy of your Current Proposal Information. Describe the nature and significance of the project in relatively non-technical terms. Be sure to provide a clear justification for each budget item. Items that are not clearly justified will most likely fail to receive funding. Given that funds are limited, it would be helpful to the reviewers if you would indicate how you would be able to use a considerably smaller grant than requested.

This portion of the proposal is limited to **2 pages maximum** and may include **an additional 2-page appendix for bibliography, photos, figures, etc.**