



Berry College  
Faculty Scholarship Grant and  
Summer Scholarship Stipend Application

To: David Slade, Interim Provost  
Through: Chair, Department of [Click here to enter text.](#)  
Through: Dean, School of [Click here to enter text.](#)

Applicant Name: [Click here to enter text.](#)  
Project Title: [Click here to enter text.](#)  
Amount Requested: [Click here to enter text.](#)  
Grant Begin Date: [Click here to enter text.](#) Grant End Date: [Click here to enter text.](#)  
Location of Activity:  
[Click here to enter text.](#)

**Faculty Applicant's Agreement:**

1. Spend all funds allotted by June 30. In order to be reimbursed, all receipts must be dated before June 30 and MUST be submitted within 14 days of expense or completion of travel in which expenses occurred. Any receipts received after the books have closed WILL NOT BE REIMBURSED. Please initial showing you understand and agree with this. \_\_\_\_\_
2. Contact the faculty development committee chair as soon as possible if the applicant finds that allotted funds will not all be spent. This will allow the committee to award those remaining funds to another faculty member. Please initial showing you understand and agree with this. \_\_\_\_\_
3. Submit a project report to the Provost, no later than August 15 following the end of the funding period. \_\_\_\_\_

\_\_\_\_\_  
Faculty Applicant's Signature Date

Department Chair's Comments (Comments should clearly indicate strength of support. Attach separate letter of additional comments as necessary):

\_\_\_\_\_  
Department Chair Signature Date

School Dean's Comments: (Comments should clearly indicate strength of support. Attach separate letter of additional comments as necessary):

\_\_\_\_\_  
School Dean's Signature Date

Please Submit form and attachments by the deadline to Cook 219  
Deadlines for Faculty Scholarship Grants: 3<sup>rd</sup> Wednesday of April, August, October, February  
Deadline for Summer Scholarship Stipend: 3<sup>rd</sup> Wednesday of February

**PART I: Project Basics**

This application involves (check all that apply):

- Faculty Scholarship Grant
- Summer Scholarship Stipend
- Supplies
- Subvention for publication (illustrations, copyright permission, etc.)
- Start-up funds for a new project
- Funds to support transition for a new project
- Attendance at a workshop, seminar, or a special session of a conference
- Project requires research clearance (If applicable, receipt of funding is contingent upon IRB/IACUC approval)
  - IRB (*Human Subjects Research*)                      *Protocol #:*
  - IACUC (*Vertebrate Animal Research*)                      *Protocol #:*
  - ELM (*Education Land Management*)                      *Approval #:*
  - Appropriate forms have been submitted*

**ABSTRACT:** Provide a non-technical abstract of **not more than 200 words** in the space below. Please describe the project’s purpose, methods, goals and how it furthers your scholarship goals.

[Click here to enter text.](#)

**PART II: Grant History**

A. If this application is for an on-going research or development for which you have received a Berry College Faculty Scholarship Grant (formerly “Faculty Development Grant”) and/or Summer Stipend in the past three years, list those grants here.

Year	Project Title Please indicate if the project was covered through the Summer Research Stipend.	Amount	Project Outcome (e.g., presentation, publication, performance, etc.)
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

Indicate how this proposed project differs from or builds upon those previously funded projects.

[Click here to enter text.](#)

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B. Indicate all other Berry College Faculty Scholarship Grants and/or Summer Stipend in the past three years that were not listed above.

Year	Project Title Please indicate if the project was covered through the Summer Research Stipend.	Amount	Project Outcome (e.g., presentation, publication, performance, etc.)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

C. Please list all external grants funded during the previous three years.

Year	Project Title	Amount
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

D. List other sources of funding for this project that are pending or for which you intend to apply.

Source	Amount Sought
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

E. Describe Publications/Performances/Anticipated Outcomes from previous funding

Click here to enter text.

**PART III: PROPOSED BUDGET (FOR FACULTY SCHOLARSHIP GRANTS ONLY)**

Attach supporting documentation (flight itineraries, printouts from travel booking websites, workshop brochures, equipment price list or quotes, etc.). Be sure to justify budget in Part IV (Description of Project).

A. Travel

Item	\$ Requested
Airfare: Click here to enter text.	\$Click here to enter text.
Car Rental: (no. of days Click here to enter text. @ Click here to enter text. Per day)	\$Click here to enter text.
Personal Auto: (no. of miles Click here to enter text. @ \$0.50 per mile)	\$Click here to enter text.

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Airport Parking: Click here to enter text.	\$Click here to enter text.
Lodging: (no. of nights Click here to enter text. & \$Click here to enter text. Per night)	\$Click here to enter text.
Meals: (no. of days Click here to enter text. @ Click here to enter text. Per day)	\$Click here to enter text.
<b>SUBTOTAL TRAVEL</b>	\$Click here to enter text.

**B. Supplies and materials (itemize and explain: attach additional sheet if necessary)**

Item	\$ Requested
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
<b>SUBTOTAL SUPPLIES AND MATERIALS</b>	\$Click here to enter text.

**C. Permanent Equipment (itemize and explain; attach additional sheet if necessary)**

Item	\$ Requested
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
<b>SUBTOTAL EQUIPMENT</b>	\$Click here to enter text.

**D. Publication Expenses (itemize and explain; attach additional sheet if necessary)**

Item	\$ Requested
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
<b>SUBTOTAL PUBLICATION EXPENSES</b>	\$Click here to enter text.

**E. Other Expenses (itemize and explain; attach additional sheet if necessary)**

Item	\$ Requested
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
Click here to enter text.	\$Click here to enter text.
<b>SUBTOTAL OTHER</b>	\$Click here to enter text.

<b>TOTAL GRANT AMOUNT REQUESTED</b>	\$Click here to enter text.
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**PART IV: Description of Project (Do not exceed two single-spaced pages)**

Attach a description of your project. Please include (a) an introduction with a definition of statement of the project; (explain why the project is significant and how it will contribute to the larger context of the scholarship in the subject area—cite as needed); (b) an explanation of the project including a discussion of the research design and/or methods and personnel involved, as applicable; (c) plans to disseminate the project's results and/or how the results will be incorporated into teaching; (d) justification for proposed budget outline in Part III (faculty scholarship grants only).

**PART V: Curriculum Vitae**

Attach an abbreviated CV of no more than two single-spaced pages that includes recently published work directly related to this project (as applicable).

**PART VI: Appendices**

Attach to this application, if applicable, the following:

- A. Documentation in support of the applicant's budget (*flight itineraries, printouts from travel booking websites, workshop brochures, equipment price lists or quotes, etc.*)
- B. Documentation of IRB or IACUC approval (if applicable, release of funding contingent upon IRB/IACUC approval).