

**APPLICATION FORM  
ADJUNCT FACULTY PROFESIONAL DEVELOPMENT GRANT**

**Faculty Applicant:**

**Project Title:**

**Faculty Department:**

**Semesters of Service at KSC:**

**Total Funding Requested: \$**

**First Time Applicant**   ☐ **Yes**                      ☐ **No**

**Contact Information**

**KSC email:**

**Campus Mailstop:**

**Project Abstract:** (250 words or less, single spaced)

**Brief description of proposed project:**

**Explanation of how project relates to the course(s) you are teaching:**

**Plan for dissemination of Project Results:**

**Project Timeline:**

**Project Budget:** Itemize all expenses for your proposal in the budget chart below (rows may be added as needed). Be specific, e.g., airfare from X to Y, mileage per diem, registration, hotel, type of equipment, etc.

Item/Description	Total Cost	KSCAA Funds	Matching Funds	Other Funding

**Project Budget Justification:** Provide additional details about expenses if needed. Supporting documentation may be provided including conference presentation or workshop acceptance, etc.)

**Use of Human Subjects or Vertebrate Animals:** Funding of any research projects that use human subjects or any projects that include vertebrate animals must comply with federal guidelines regulating their use in research. Funding of such projects will be contingent upon approval from the KSC Institutional Review Board (IRB) for human subjects or the KSC Institutional Animal Care and Use Committee (IACUC) for vertebrate animals.

**Does your project include the use of human subjects for research? \_\_\_\_\_**

**Does your project include the use of other vertebrate animals? \_\_\_\_\_**

If you answered yes to either question, please contact the Office of Sponsored Projects and Research for further information.

**Submit all proposal materials electronically to Celia Rabinowitz  
Assistant Vice-President for Academic Engagement & Director of the Library  
[celia.rabinowitz@keene.edu](mailto:celia.rabinowitz@keene.edu).**