

**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 (double click on the chart to enter information, rows may be added as needed).

Budget Category	Item/Description	Cost
Supplies:		
Travel*:		
Other:		
Grand Total:		\$ -

* Please refer to the KSC Purchasing Office Travel manual (<http://www.keene.edu/administration/policy/detail/travel/fs-business-travel/>) for current information on mileage rates and travel regulations. Expenses for airfare must be quoted from a travel website/service.

Other Sources of Funding: Will there be other sources of funding to support your project? If so, please note the funding in the chart below (double-click chart to enter information, additional rows may be added as needed).

Source of Funding	Amount
Total Additional 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.**