

**Le Moyne College**  
**Adjunct Faculty Research and Development Grant Application**  
**Cover Sheet**

Name of applicant:	
Date:	
Department or Program:	
Project Title:	
Project Category: (check one)	
	Research project
	Professional development
	Creative/artistic project
	Conference attendance for active participation
	Conference attendance for professional development
	Other

**Abstract:** Briefly describe the nature and value of the project or activity and how funds will be used. (Abstracts may be posted on website; maximum 100 words; this box will expand to accommodate your text)

<b>Please indicate (check all that apply) if proposed project or activity is covered by policies of:</b>	
	Institutional Review Board
	Information Technology
	Other college policies; please specify here =
If any of these apply, please include evidence with your application that you have complied with all relevant policies (e.g., IRB approval).	
<b>Total Costs for Project (across fiscal years, if applicable)</b>	\$

**Contents:** Please mark which items are included with your application. See “How to Apply for a Grant” for more information.

Required for all applications

Main application form

Grant budget form

Curriculum vitae of applicant

Supporting materials (e.g., letter of invitation)

Department Chair/Program Director Comments on Teaching-Related Proposals (form)

Required for some applications

Institutional Review Board approval

Information Technology approval

Approval related to other college policies

Confirmation from conference sponsor

## Main Application Form

**Introduction and statement of research problem or question, professional development need, or artistic goal.** *(Be sure to indicate its significance.)*

**Full description of project.** *(Be sure to indicate the objectives of the project and be very sure to justify major expenses. For example, if you propose to go to Tibet for 3 months, explain why Tibet and why 3 months.)*

**Timetable for the project.** *(Must include a **completion date**.)*

**Means of evaluating the project.** *(e.g. submission of paper to journal, performance or installation of artistic work, acceptance of new course proposal by Curriculum Committee, student evaluations of revised course)*

**Related projects completed.**

**Description of attempts to secure other support for the project.**

**Five-year grant history.** *(Include all awards from both the Committee and from external sources.)*

**PLEASE NOTE:** Curriculum Vitae and supporting materials (e.g., letter of invitation) should be included with all applications.

**Adjunct Faculty Research and Development Grant Application**  
**GRANT BUDGET INFORMATION FORM**

*Please complete a separate budget form for each fiscal year for which funds are requested.*

**Funds Request for Fiscal Year 20\_\_-20\_\_** (A fiscal year begins June 1 and ends May 31.)

**Student Help under College Work-Study Program**

Total number of hours \_\_\_\_ at hourly rate of \_\_\_\_\_

**Work-Study Subtotal**

\$

**Services and Materials** (*itemize--add lines as needed*)

**Description**

**Cost**

Copying: \_\_\_\_ pages @ \_\_\_\_ cents/page

\$

\$

**Services and Material Subtotal**

\$

**Transportation, Meals, and Lodging** (*itemize--e.g. 4 nights @ \$60.00*)

(Obtain current reimbursement rates from Financial Services.)

Personal Auto: \_\_\_\_ miles @ \_\_\_\_ cents/mile

\$

Plane/Train (to): \_\_\_\_\_

\$

Rental Car:

\$

Ground transportation:

\$

Food: \_\_\_\_ days @ \_\_\_\_ per day

\$

Lodging: \_\_\_\_ nights @ \_\_\_\_ per night

\$

**Transportation, Meals, and Lodging Subtotal**

\$

**Publication Charges** (*itemize*)

**Description**

**Cost**

\$

\$

**Publication Charges Subtotal**

\$

**Other Costs** (*itemize*)

**Description**

**Cost**

\$

\$

**Other Costs Subtotal**

\$

**Total Costs for Project for this Fiscal Year**

\$

(Total across fiscal years should be the same as on Cover Sheet)