

Heritage Fellows Program Application Procedures

I. The attached **cover sheet/s** must accompany the application:

The cover sheet summarizes some of the information reviewers need in considering a grant proposal. The cover sheet must list the following information: (See attached form.)

1. The **applicant** (or Project Director for group proposals) is the person primarily responsible for the submission and implementation of the project. That person will be contacted for further information if questions arise: e.g., who is responsible for the budget or for submitting a year-end report?
2. The **title of the project** should identify and succinctly describe the project in specific terms intelligible to a non-specialist.
3. The **main objectives** of the project should be simple declarations about learning enhancements produced by grant.
4. **Dates of project** (starting and completion) and a **list of project participants**. The project director must sign the cover sheet and list those who have agreed to participate in the project.

II. A **narrative** description of the project must be attached. It should describe the project activities, list the goals and outcomes expected, and provide a timeline. Narratives should be concise – approximately two to three pages in length.

III. **Curriculum Vitae** of project director and participants must be attached.

IV. A **budget** with accompanying narrative must be attached.

V. Proposals are **due in the Provost's Office by Monday, March 13, 2006**.

Heritage Fellows Program Application

Course Development Grant Cover Sheet

Applicant/Project: _____

Title: _____

Objectives: _____

Dates of Project: _____

Amount Requested: _____

Names/Signatures of All Participants:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Heritage Fellows Program Application

Research Grant Cover Sheet

Applicant/Project: _____

Title: _____

Objectives: _____

Dates of Project: _____

Amount Requested: _____

Names/Signatures of All Participants:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____