

Format for Summer Research Proposals

The following format should be used for all proposals:

I. Cover Sheet/Preamble (completed form can be copied and pasted at the beginning of your PDF proposal):

**Application for Financial Support
From the Hampden-Sydney Faculty Fellowship Program**

Applicant's Name:

Project Title:

Total Amount Requested (the maximum grant amount is projected to be \$3000): _____

Preferred Allocation of Money:
(Note: the sum of stipend, travel, and equipment may not exceed \$3000)

Stipend (at the rate of \$375 per week): _____

Travel Expenses: _____

Equipment/Supplies: _____

Does your project include international travel? Yes _____ No _____ If yes, please list countries to be visited with approximate travel dates. _____

Previous Hampden-Sydney Faculty Fellowships:

Year	Amount Awarded	Results (published papers, lectures, courses, etc.)
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Summer research projects often come to fruition after the summer report is due. Consequently, faculty may be tempted to delay submitting summer reports until after talks have been given or papers submitted. To encourage timely submission of grant reports, the Committee encourages faculty to describe in this section of the proposal outcomes from past awards. Please include sentences or paragraphs that update the Committee about new developments or progress made on work undertaken with the support of previous summer grants (a draft of an essay that has now been accepted at a conference; an article submitted to a journal that has now been accepted or has appeared in print; a book proposal that has found a publisher, or a manuscript that has now been published). Such details of successful projects strengthen a current request for funds.

II. Detailed Proposal

Following this cover sheet and preamble, provide a detailed description (**2-3 pages**) of your proposed project, dividing it into the following sections:

- 1. Project Description:** A description of the project in language that can be understood by the educated non-specialist. The purpose of this section is to explain what the project is and why it is worth doing.
- 2. Applicant's Qualifications:** This section should not merely list your degrees but rather describe how previous scholarly experiences qualify you to undertake the proposed project. Include previous research, workshops or conferences attended, or other sources of pertinent expertise.
- 3. Benefit to the Applicant:** How will this project help you reach your career goals? Specifically, what is the intended tangible product (published paper, book, essay, lecture, syllabus), and how will producing it benefit you?
- 4. Benefit to the College:** How will this project affect your teaching, the reputation of the College, the materials available to our faculty and students?
- 5. Support Required:** Will you need specific library, computer, or other resources? If so, how do you plan to meet these needs?
- 6. Tentative Budget:** A tentative budget that lists and justifies supplies or travel requests.
- 7. Outside Support:** Have you sought outside funding? Describe any pending or confirmed support.
- 8. Miscellaneous:** Describe here any other factors that may affect the project.

Note: It is not necessary for you to attach supporting materials to the proposal. Describe any letters of support, papers, or other relevant materials in the body of your proposal. You may also describe travel expenses and supplies in the body of your proposal. Please do not include copies of airline reservations or excessively itemized budgets.

The total proposal, including the cover sheet/preamble, should not be longer than four pages.

Note: If you find that the focus of your summer proposal must change because of unanticipated circumstances that arise after you receive the grant, you **must** seek approval for the change from the chair of the Committee on Professional Development **or** from the Dean of the Faculty.