**Holcomb Awards Committee**

Sciences and Social Sciences (Quantitative Research Methods)

**Instructional Development Grant Application**

Please complete the cover sheet and budget form by entering information into the data boxes and attaching additional documents as required by the guidelines for a HAC instructional development grant.

Once the application is complete, including all of the required signatures, please scan the entire application package into one PDF file and send an electronic version to the Office of Sponsored Programs at [OSP@butler.edu](mailto:OSP@butler.edu). Hard copies of applications will not be accepted. Proposals submitted that do not comply with current HAC instructional development grant guidelines will be returned without review.

**Applications for HAC instructional development grants are due by 5 p.m. the first Friday of February.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | E-Mail: | | | Phone: | |
| College: | Department: | | | | |
| Number of years at Butler: | Non tenure-track: | | Tenure-track: | | Tenured: |
| Total dollar request ($1,500 maximum): $ | | | | | |
| Name of course to be developed or revised: | | | | | |
| Existing course:  New course: | | If this is a new course, has the course already been approved?  Yes  No | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous BAC/HAC research, instructional development, short course/workshop, or mini-grant awards:** | | | This column for OSP use: |
| Year | Project title | Amount | Final report received? |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant: | Click or tap here to enter text. | Date: |  |
| Department Chair/ Program Director: | Click or tap here to enter text. | Date: |  |
| Dean: | Click or tap here to enter text. | Date: |  |

Administrative note: If this proposal is funded, it is expected that the new or revised course will be offered as part of your curriculum within the following academic year.

**HAC Instructional Development Grant**

**Program Statement Instructions**

A program statement which should include the following:

* A description of the nature of the course, the need for development and how work will be accomplished. It should also describe how the proposed course meets the HAC guidelines for an instructional development grant application.
* The statement should be typed and formatted in the following way: 1.5 line spacing, Times New Roman font (11 or 12pt.), one inch margins all around, and no more than two pages.
* A budget narrative that justifies all requested expenditures.
* The proposal should be signed by the applicant, the head of the department or program, and the dean of the college.
* **Proposals that do not conform to these guidelines will be returned without evaluation.**

**HAC** **Instructional Development Grant Application**

**Budget Summary Form**

**Grant request (total from all categories cannot exceed $1,500.)**

Faculty stipend ($1000 maximum) $

Materials and supplies $

Equipment $

Travel ($.58 per mile if driving) $

Other (please specify, see next section) $

**Total grant request $**

**Note:** You must attach a budget justification narrative, explaining the need for all requested funds, to this summary form. Requests for faculty stipends are for summer work only and the narrative must indicate any other summer research appointments or awards. Expenditures not fully justified will not be funded.

**CHECKLIST**

Cover sheet (including signatures)

Program statement

Budget summary form

Budget narrative

Appendix (optional)

If successful, my application may be shared as an example for other applicants: Yes  No