Faculty Scholarship Exchange Mini-Sabbatical Award Instructions

Proposal Instructions

- Complete the Faculty Scholarship Exchange Award Proposal Cover Page. Incomplete proposals will be returned to the applicant.

*Note 1:* Proposals for mini-sabbaticals must be accompanied by a formal notification of approval for the release time from the appropriate institutional official. This should be in the form of a separate letter from the Chairperson of the Department in which the Applicant has his/her primary appointment.

- Prepare the application using the Intramural Research Support forms provided by the Office of Research, as modified below.

- Review will be performed by the Faculty Development Committee.

- Write in language understandable to those in other disciplines, define terms where necessary, and proof read carefully.

- Observe maximum page limits and number pages sequentially. Font size throughout must be no smaller than 10-point, and all page margins (excluding page numbering) should be 1 inch.

- Attach the Faculty Scholarship Exchange Award Proposal Cover Page to the front of your project outline, along with the additional information page for groups with more than six members.

- Submission of a scanned proposal with all required signatures must be received by Dr. Rob Rockhold in the Office of Faculty Development (rrockhold@umc.edu) by close of business on Monday, March 2, 2015. The cover page must be signed by the Department Chair of the Principal Investigator (PI) and by each applicant prior to submission. Late proposals will not be considered. Earlier submissions can be negotiated.

Proposal Outline

1. Executive Summary. (1 page)
   Briefly state the desired educational outcomes for this project, the nature of the collaborative/training arrangements, the student or faculty population to be influenced, and the means by which the attainment of the outcomes will be evaluated.

2. Narrative. (5 pages)
   **Subject or nature of the collaboration/training.** Describe the focus area for the proposed collaboration/training and its applicability to faculty enhancement. This might include published information regarding a training experience.
   **Background.** Discuss how the focus relates to prior significant work in the area.
   **Benefits of collaborative approach/training.** Discuss the project’s impact on the professional development, including professional productivity and potential extramural support, of the applicant(s).

   *If applicable for a collaborative endeavor, describe the following:
   - objectives,
   - methods or activities,
   - timeline to accomplish the activities,
   - plans for dissemination of project results or submission for external funding, including the agency, program and expected proposal submission date,
   - when, how and to which group of students the project product(s) will be delivered, and
   - evaluation of the impact of the project on student learning outcomes.

3. References Cited. There is no page limit, but must include only literature cited directly in the Narrative.

4. Other Support for This Project. (1 page)
   **Internal.** List any direct contributions (with amount and period of support) or pending applications (with amount requested and expected decision date) for this project that have been or will be made by any UMMC department, school or other UMMC institutional resource.

   **External.** Describe any active support or pending applications to external sources, specifying the agency, program, title, expected award period and amount that is applicable to the project or focus area.

5. Budget and Justification. (2 pages)
   Use the budget format shown on the next page. The justification should provide an explanation for items and amounts requested in each funding category.

   For the Applicant and all collaborators - Use NIH PHS 398 biosketch forms, format, and page limits.