

Application Procedure for UW-Madison 2009-2010 Faculty Development Grant Proposals

Applicants should submit proposals to dept. chair/director. Check with your chair for your department's due date.

The proposal must contain:

1. Required proposal cover page;
2. Current vita (2-3 pages);
3. Detailed outline of the program you plan to pursue (2-3 pages);
4. Summary of the contributions the project will make to the college or department (including curricular offerings);
5. Explanation (one page) of how the program relates to the institutional faculty development plan, especially how it will increase the ability of the institution and the department or college to adapt to changing curricular, student and societal needs. Copies of the Faculty Development Plan are available at: <http://www.ohr.wisc.edu/grants/InstitutionalFacultyDevelopmentPlan.html>
6. Details of cost of program;
7. Details of how and by whom the program will be evaluated;
8. A letter from the department chair indicating the department's support and describing the anticipated benefits to the department if the proposal is funded and/or a letter from a colleague(s) supporting the program if its effect will be to enhance the work of several departments and programs.

The chair will submit application to the appropriate dean/director (due date determined by the dean/director). Each dean/director will arrange for faculty review of the proposals, consider them in light of budgetary resources available, and forward a ranked list and **six copies of the proposals** to the Office of Human Resources (166 Bascom Hall) by October 23, 2009. Questions concerning the program should be directed to Vice Provost Steve Stern at 262-5246, sjstern@wisc.edu.

Proposals then receive University review and ranking and are forwarded to the UW-Madison Provost. Winners of Faculty Development Grants will be announced as soon as possible.

Within three months of returning to UW-Madison, grant winners should submit a summary of accomplishments to the appropriate dean and the Vice Provost for Faculty and Staff, 117 Bascom Hall, or e-mail the summary report to: Steve Stern sjstern@wisc.edu.