This template is provided for reference in development of Letters of Intent. The editable form will be provided to applicants invited to submit the full proposal.

CENTER FOR EXCELLENCE IN THE ARTS AND HUMANITIES
Planning Grant
Spring 2016 Full Proposal

Applicant’s Name:

Department:

Academic Title/Rank:

Departmental Address:

Phone: E-mail:

Note: The application process for Planning Grants begins with a review of the applicant’s Letter of Intent and continues by invitation from the CEAH to submit a Full Proposal. Full Proposals submitted without invitation will not be reviewed.
Section A: AAU-recognized Awards and Review Criteria (1 page)

For each AAU-recognized award, fellowship, or grant for which you will apply, supply

• the agency and specific program name
• your own summary description (100-word maximum) of the program and award, with a direct link to the full program description page on the agency’s website
• a synopsis of the published review criteria for the award, including a direct link to the page describing these criteria on the agency’s website (if separate from the program description)
• a summary description (100-word maximum) of the significance of this award within your discipline.

Section B: Description of Supporting Scholarship in Relationship to Agencies and Awards (1 page)

Describe the completed, peer-recognized research or creative scholarship (hereafter, ‘research’) that establishes you as a competitive applicant to the agencies and programs described in Section A. This establishes your preparation to apply to these awards. Describe only what you have already established in your C.V., focusing on what is directly relevant to the particular applications.

• Refer directly to your own publications (which may be concerts/exhibits of creative work) using a short form (Author[s], YEAR) corresponding to full citation in Section E.
• Refer to the actual projects you will propose to the agencies only in very brief and general terms, for example, using a title or short descriptive phrase. Defer project descriptions to Section C.

Section C: Description of Intended Proposals (1 page)

Describe the project(s) that you will propose in your applications to the agencies and programs described in Section A.

• For narrowly defined awards, fellowships, or grants, include why your project is well suited to that particular program and how your prior publications support this project.
• For more generally defined awards, fellowships, or grants, discuss what will make your project distinctive.

Section D: Work Plan and Proposed Funding (1 page)

• Outline the schedule for working on applications for the awards. Course releases should be scheduled for a semester during which the application deadlines fall near the end or occur subsequently. It is important to show that the time supplied by a course release is devoted exclusively to completing the applications. This may involve completing applications weeks or months in advance of their respective deadline.
• Briefly describe the type support you require to complete the project—a course release or grant account up to $7,500 for materials and services required to prepare the application. Note: grant development support will be provided by the colleges
• Note: funds from a Planning Grant are intended exclusively to meet the requirements of completing applications for major awards. Funds may not be used for completion of research or its publication.

Section E: Citations

Provide the full citations for references used in the sections above. Include here your own publications to which you refer above, even though these also appear in your Curriculum Vitae.
Section F: Curriculum Vitae
Include your full Curriculum Vitae.

Section G: Letter of Support from Department Chair
Attach a letter of support from your department chair if you are requesting a course release. The letter should verify that the department is able to supply the course release during the semester requested using rates determined by the college. Note that the maximum contribution from the CEAH for the course release is $7,500.