Fellow Application

The application shall consist of the following:

- Title Cover with Abstract
- Narrative description
- Budget up to $5000
- Budget Justification (explain each item; **one-page form**)

**Narrative Description Outline (five page limit)**

1. **PLAN AND SIGNIFICANCE**: Description of the project. Experimental plan, research design, or description of creative project. Discuss significance of the project, pertinent literature references, and relevance to the mission of the CHC. Be especially clear about your methods.

2. **WAYS IN WHICH THIS PROJECT WOULD INVOLVE / BENEFIT STUDENTS**: Describe student participation in gathering and analyzing data, writing reports, presenting papers, etc. Discuss ways in which this project would benefit students (i.e., budget contains funds for student assistants, project will be part of course, project will yield information valuable to student support, etc.) If a project is not conducive to direct student participation, the researcher should explain why and emphasize the indirect advantages to teaching / students.

3. **EXPECTED FOLLOW-UP PLANS**: Indicate how the proposed project will form the basis for any professional presentations, publications, exhibitions, and / or lead to an external grant proposal.

4. **PREVIOUS GRANTS**: Give dates and titles for all previous internal and external grants/funding received in the last 5 years. List the grants, exhibitions, presentations, and / or publication resulting from such grants.

5. **PROFESSIONAL RECORD OF SCHOLARSHIP**: May use abbreviated vitae. Do not list abstracts, informal talks or performances, or other professional activities which are not refereed by peers.
Internal Routing Sheet
CHC Fellow Proposal

Project Director (Name/LU Dept and contact information):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Project Title: __________________________________________________________________

Amount of this request: $__________ Period Covered: Sept. 1, 2017 to August 31, 2018

Are you a tenured or tenure-track faculty member at LU? Yes ☐ No ☐

Does this project require?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humans in Research</td>
<td>☐</td>
</tr>
<tr>
<td>Animals in Research</td>
<td>☐</td>
</tr>
<tr>
<td>Additional Building Space</td>
<td>☐</td>
</tr>
</tbody>
</table>

If “Yes”, person authorizing space commitment: ________________________________

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Cost</td>
<td>☐</td>
</tr>
</tbody>
</table>

If “Yes”, source of funds (e.g., account#):

________________________________________________________

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Support and Maintenance Cost</td>
<td>☐</td>
</tr>
</tbody>
</table>

If “Yes”, source of funds (e.g., account#):

________________________________________________________

Routing: Signature Date

Principal Investigator __________________________________________________________________

Department Chair _______________________________________________________________________

College Dean __________________________________________________________________________
Title Cover Sheet
CHC Center Fellow Proposal

Date: ______________

Title of Proposal:
_____________________________________________________

Principal Investigator(s): Lamar: Name, Academic Rank, Department, phone, email; Non-Lamar: Name, job or position, phone, email.

Education and Employment: Degrees, Previous Professional Appointments (dates and locations). You may attach an up to 2 page vita.

Abstract: Brief description, 150 words or less, understandable by one not an expert in the field. Relevance to the mission of the Center of History and Culture, broadly defined, should be stated.
BUDGET
CHC Center Fellow Proposal

Justification:
A. Student salaries-

B. Expense items-

1. Travel
M&O: Budget Request Summary
A. STUDENT ASSISTANTS

GRADUATE STUDENTS $___
UNDERGRADUATE STUDENTS $___
TOTAL STUDENT ASSISTANT REQUEST ___

B. EXPENSE ITEMS
SUPPLIES (field equipment) $___
TRAVEL (required to conduct research): $___

TOTAL EXPENSE REQUEST: $___

C. CAPITAL $___

D. TOTAL BUDGET REQUEST $___
Faculty should consider these categories when writing proposals.

Name(s) of Principal Investigator(s): ____________________________________________________________

Title of Proposal: __________________________________________________________________________

Part I. Point Rating of Categories

Title: 0-5 points ______
Meaningful, understandable, relevant, reflects proposal content.

Abstract: 0-5 points ______
Stays within 150 word limit, can be understood by one not an expert in the field, clearly describes the project, presents a cogent summary of the proposal.

Project Plan: 0-25 points ______
High quality in design of the project, effective plan of management that ensures proper and efficient administration of the project, clear description of the objectives, and methods for achieving them, relevance to CHC mission, broadly conceived.

Project Significance: 0-25 points ______
Significance of the project as judged by the CHC Review Committee, evidence of thorough review of pertinent literature, contribution to body of knowledge in respective field or discipline.

Student Involvement: 0-10 points ______
It is expected that most projects will involve students in a direct, meaningful way (e.g., gathering and analyzing data, writing reports, presenting papers). Further, all proposals should present evidence of indirect benefit to students: will enhance lectures, has strong chance at outside funding to support students, etc. If project is not conducive to direct student participation, applicant must explain why.

Expected Follow-Up Plans 0-15 points ______
Probability of future funding, publications, exhibitions, and/or presentations.

Budget: 0-10 points ______
Budget is adequate to support the project activities, costs are reasonable in relation to the objectives of the project, budget is clear and easy to understand.

Aesthetics of Application: 0-5 points ______
TOTAL POINTS: ____________