Project Name/Title:

Date of Application:

Department/s:

Participating Faculty (phone and e-mail):

* Parts of the Proposal

*Attach additional sheets if needed

• **Part 1:** Detailed description of the project or planned activity.

• **Part 2:** Explain how this project will improve student learning or faculty/staff development as related to student learning.

• **Part 3:** Design and timetable for completion.

• **Part 4:** Outline of budget.

• **Part 5:** Explain how you will evaluate or assess this project.

• **Part 6:** Explain how the final project analysis or results will be reported.

Committee Recommendation:

___________ Approved

___________ Not Approved

___________ Approved with Revisions

Comments: