

FACULTY GRANT APPLICATION FORM

**Applicant Information**

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| --- |
| Name: |
| Title:  |
| Department Address:  |
| Phone:  |
| Email:  |
| Have you ever received a UMHC Faculty Grant? Yes \_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_If “yes,” provide the project title, year funded, and amount received from UMHC: |

**Project Information**

|  |
| --- |
| Project Title:  |
| Project Abstract (briefly explain your proposed project):  |
| Project Partners (if applicable, list university or community partners central to your project):  |
| 1. |
| 2. |
| 3. |
| 4. |
| Requested Funding (total amount from itemized budget form):  |

**Budget**

You must fill out a UMHC Individual or Event Budget Form and attach it along with your application.

Please Note: UMHC Faculty Grants are primarily intended to reimburse costs expended to support your proposed project (e.g. travel and lodging for research, publishing subvention, book and other material costs, food and drink for meetings). Receipts are required for reimbursement. When funds are spent, expenses must be submitted within two weeks of the event/trip to the awardees regular department. Faculty can request “additional pay” for organizational activities (e.g. planning a program) and for individual faculty participants in an activity, but 7.7% of the requested amount will be received as benefits. Non UMaine employees can receive honorarium, but must complete a W-9 form.

**Project Narrative**

Attach a project narrative of no more than three typed double-spaced pages. Your narrative should explain the full scope of your project. What activities will be undertaken if you are awarded a UMHC Faculty Grant? What is the anticipated significance of your project and how will it advance the humanities at UMaine?

**CV**

Attach a brief (no more than five pages) CV of the project’s lead applicant.

**Applicant Checklist**

|  |  |
| --- | --- |
|  | Application Form  |
|  | Event of Individual Budget Form |
|  | Project Narrative |
|  | CV  |

Email the above four attachments to Jennifer.Moxley@maine.edu with the subject line “UMHC Faculty Grant Application fall 2016” followed by your last name.