

**FPDC 2021-2022 Project Narrative** – see FPDC Guidelines, p. 10 – 12

Include all below sections in maximum 6 pages single-spaced; 11 or 12 pt. font; margins 1" all around; number pages at the bottom.

**Background and significance** (approx. 1 page)

Briefly sketch the background of the present proposal.

- Evaluate existing knowledge or practice (what others have found or done).
- Specifically identify the gaps or needs which the project intends to fill.
- If you have performed previous work related to the proposal, describe previous findings or outcomes.
- Clearly state your view of the proposed project's significance.
- NEW: Articulate how students benefit from the faculty's professional development; outlining the impact on student development and learning; any change in class instruction or change in classroom learning outcomes; or other student outcomes.

**Goals and Objectives** (approx. 1/3-1/2 page)

- List your broad long-term goals (including professional development goals), and
- Provide a point-by-point listing of the specific objectives to be addressed in the proposed project.

**Project description** (approx. 2 pages)

- Describe the design of your project and the procedures to be used or activities to be engaged in to accomplish your specific objectives.
- If appropriate, include the means by which data will be collected, analyzed, and interpreted.
- Provide a tentative sequence or timeline for the work.
- Include at least one paragraph on dates/timelines of critical events and discrete phases of the project.
- Your description may be divided into further sub-sections for clarity.

**Expected outcomes** (approx. ½ page)

- List expected outcomes, including what you expect to learn and what others will learn, including the ultimate impact on student success.
- Explain how the grant will enhance your professional development in one paragraph.
- Explain any plans for continuing the project beyond the grant period.
- Describe means of application, and/or dissemination of findings or results.

**Project evaluation** (approx. 1 page)

- Describe your method of measurement for all outcomes.
- How you will evaluate your project success

**Project budget** (approx. 1 page)

- The final page of the narrative must include the budget presented in the required table format (guidelines page 15)
- **Budget Notes** that explain how budget figures were calculated and how grant funds will be used.
- Check addition to be sure totals are correct.