

FPDC 2020-2021 Project Narrative – 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 (page 16)
- **Budget Notes** that explain how budget figures were calculated and how grant funds will be used.
- Check addition to be sure totals are correct.

Round off all numbers to the nearest dollar, and list only whole dollar amounts. You may delete project budget line items from the table below if not being used.

Project Budget Line Items	Proposed Grant	University Contribution	Other Revenue Sources	Totals
Salaries/Stipends				
Student wages				
Benefits				
Supplies				
Equipment				
Operating expenses				
Travel				
Other (specify)				
TOTALS	*			

* This figure is the total grant amount requested from the FPDC and must be listed on the title page of the proposal. Check addition carefully.

Budget Notes – Supporting detail for all budget items must be provided. Show how particular amounts were calculated.