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 will you 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.