

Provost's Grant Proposal Cover Sheet

Please complete the following information when submitting a grant proposal.

- 1. Title of proposal

- 2. Amount requested \$_____

- 3. Date of event: ____/____/____

- 4. Names of applicants and department or school

- 5. Name of fund from which you are requesting

The Provost's Fund for Academic Excellence

The Office of the Provost announces the Provost's Fund for Academic Excellence. The Fund will provide a 2:1 match for speakers, workshops, artists-in-residence, tutorial grants, and conferences that facilitate intellectual community at Wake Forest University by supporting research, teaching, curricular development, and/or creativity. Visiting researchers, authors, artists, etc. will be expected to interact with faculty and students in addressing and identifying emerging issues and insights in fields of inquiry or interest within the Wake Forest community.

The University hopes that the connections that result will showcase the scholarly, pedagogical and creative work of our own faculty and facilitate ongoing, or help establish new, cooperative intellectual, curricular and creative efforts. Those proposals that involve the collaboration of departments, interdisciplinary programs and schools are especially encouraged. The strongest proposals will meet at least three **goals**:

1. The facilitation of intellectual exchange between our faculty and between faculty and students, especially across departments, programs and schools.
2. Wider recognition for the academic excellence of our faculty.
3. The development of scholarly themes and emerging problems that will complement the scholarly interests and pedagogical innovations of our faculty.

Proposals may request funds to help support a workshop to assess issues and questions in a field or to fund visits by scholars, experts of leading pedagogies, or fine and performing artists who will make presentations in workshop/tutorial settings involving both faculty and students. Public lectures or performances/exhibits of broader interest to the Wake Forest community during these visits are also encouraged. All proposed work should involve Wake Forest faculty and students in an interactive setting. It should be clear that the funds will be used to benefit the research, pedagogy and creative work of a range of Wake Forest faculty and students. Examples of proposal types supportable under this fund include (but are not limited to):

- A workshop format that invites a group of faculty and students to discuss where they are and where they could go on a substantive topic of intellectual inquiry;
- A tutorial or seminar series that enables a group of faculty to develop expertise in a new field or area of importance;
- A workshop format that allows a group of faculty with shared intellectual interests to build a team to pursue a granting agency request for applications (RFA) or request for proposals (RFP);
- A conference or symposium that highlights leading scholarship in an exciting new field.

This fund will provide each selected proposal with 2:1 matching funds of up to \$10,000, which can be spread over one to two years. (For example, a department and a program could each contribute \$1000 toward a successful proposal, which would be matched with a \$4000 award from this fund.) Each proposal should contain criteria by which its success will be judged.

Fund recipients must agree to subsequently assess the proposal in terms of the selected criteria in a short (usually less than one page) report to the committee. Of course, every project is

different. Not all projects are best assessed by counting student attendance. Success could be defined as good attendance, publications and presentations, new courses, new programs, proposals, and other evidence of research, pedagogical and creative progress. Any goals and assessment should be customized for the individual proposal.

Departments that are under-funded are encouraged to apply, however proposals that request support simply to replace departmental funding of weekly seminar visits, existing speakers' series, etc. will not be funded. These funds are not meant to replace normal budgets for departmental seminars or colloquia.

An interdisciplinary committee with representatives from across the university will review proposals and make funding recommendations to the provost. The committee will review only those applications that contain the following:

1. Cover sheet with summary information;
2. Workshop/tutorial/conference title;
3. Brief description (1-2 pages) of the intellectual area of the discussions and of how the suggested new connections will advance the subject and research, curricular and creative activity;
 - a. Description of Project Goals, including how it will meet the goals of the fund (above).
 - b. Proposed Activities (*Describe in detail what specific activities would be used to meet the goals of the project.*)
 - c. Expected Outcomes, scholarly impact on the Wake Forest intellectually community and the national and/or international visibility expected to be conferred onto Wake Forest.
4. Names and affiliations of the principal WFU faculty (no more than four) proposing the workshop/tutorial, with NO MORE than a two-page c.v. on each, detailing their role as planners or organizers;
5. Names and affiliations of others at WFU who have agreed to be major participants if funded at the level requested;
6. Names and affiliations of any invited speakers or participants from outside WFU;
7. Specific criteria used to measure success toward achieving the goals of the fund and goals of the project;
8. A proposed budget that includes housing, meals, travel and (if necessary) honoraria for visitors, photocopying/promotional/educational materials and modest entertainment budgets for the event; and
9. Statements of commitment signed by department chairs and/or program directors and/or deans for the funds to be matched.

Each year there will be two deadlines for submission of proposals. The first deadline is October 1 and the second deadline is April 1. Completed applications should be submitted electronically by 5 p.m. on the due date to wagnera@wfu.edu, Office of the Provost.