

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 a Vibrant Campus

The Fund will provide a 2:1 match up to \$5000 for speakers, artists, or performers whose visit to Wake Forest will help foster a vibrant campus and facilitate the intellectual and creative community at Wake Forest University. Any event supported by this fund should be open to students, staff, faculty, and the larger Winston-Salem community

This fund will provide each selected proposal with 2:1 matching funds of up to \$5000. (For example, two different departments could each contribute \$1000 toward a successful proposal, which would be matched with a \$4000 award from this fund.) These funds are not meant to replace normal budgets for school/departmental seminars or colloquia. Units that are underfunded are encouraged to apply; however, proposals that request support simply to replace existing funding of weekly seminar visits, existing speakers' series, etc. will not be funded. An interdisciplinary committee with representatives from across the university will review proposals and make funding recommendations to the provost. We wish to emphasize that it will be impossible to fund every speaker or performer that faculty members would like to bring to campus. Therefore, we expect that schools/departments will carefully evaluate proposals and only support those that are of highest priority to the school/department.

The committee will review only those applications that contain the following:

1. Cover sheet with summary information;
2. Name, affiliation and CV of the guest artist or speaker;
3. Brief description (no more than 1-2 pages) of how the proposed visit will foster a vibrant campus and contribute to the intellectual and creative community on campus. It is particularly useful if the proposal explains how the proposal promotes intellectual engagement and critical thinking in our students and involves any of the following activities associated with campus vibrancy."
 - a. Fosters a healthy sense of self;
 - b. Deepens and enriches students' knowledge;
 - c. Affirms the value and respect for human difference;
 - d. Facilitates the creative community at Wake Forest;
 - e. Exposes the campus community to latest advances and discoveries occurring in fields across the disciplines and cutting edge technologies;
 - f. Facilitates intellectual and creative exchange between the invited guests and students apart from the public lecture or event, informed by learning outcomes.
4. Names and affiliations of the principal WFU faculty (no more than four) proposing the visit, 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. Specific set of criteria used to measure success toward achieving one or more of the hallmarks of campus vibrancy (above);
7. A proposed budget that includes such items as housing, meals, travel and (if necessary) honoraria for visitors, photocopying for promotional materials and modest entertainment budgets for the event; and

8. Statements of commitment signed by department chairs and/or program directors and/or deans for the funds to be matched.

Fund recipients must agree to subsequently assess the proposed event in terms of the selected criteria in a short (usually less than one page) report to the committee. For example, if the proposal was intended to facilitate exchange between guests and students, the report should describe what meetings actually took place, what sort of exchange took place, the amount of time spent in that meeting, and how many students were involved. Of course, every project is different. Not all are best assessed by the number of students present. Any goals and assessment should be customized for the individual proposal.

Each year there will be two deadlines for submission of proposals. The first deadline is October 1 and the second 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.