**Jerry and Vickie Moyes College of Education**

**Endowment Funding Request Application**

**Approval Process for Funding Requests**

The process for obtaining approval for endowment funding is as follows:

1. Department Chair- The chair decides if department discussion is necessary prior to giving

approval. **ALL** proposals go to the department chair.

2. Academic Support and Technology Endowment Committee (ASTEC) – All non-travel requests are forwarded to the ASTEC who provides their recommendation, including amount for funding.

After obtaining the signature of your department chair, please send (committee chair) a hard copy (mailcode) and an electronic copy (email address) of your application.

3. WSU IRB – If the proposal requires approval from the university review board it must be completed before the proposal is sent to the ASTEC Committee. The IRB approval letter must be attached to the proposal. Contact Person: Natalie Williams.

4. Travel - Requests for student, faculty, or professional and classified staff travel go directly to Leadership Council after approval by the chair. Contact Person: Carol VandenAkker

5. Leadership Council- Final approval is granted by the College Leadership Council.

Contact Person: Carol VandenAkker

**NOTE:** Arrangements for approved student travel (conference registration, flight, and hotel) must be done through the department on a departmental p-card. Students are not eligible for per diem and cannot be reimbursed for personal expenditures.

**JERRY AND VICKIE MOYES COLLEGE OF EDUCATION ENDOWMENT**

**Application for Funding**

|  |  |  |
| --- | --- | --- |
| PROPOSAL TITLE: | | |
| PROPOSAL SUBMITTOR: | | |
| DEPARTMENT: | | |
| EMAIL ADDRESS: | MAIL CODE: | EXTENSION: |
| OTHER PARTICIPANTS: | | |

PROPOSAL CATEGORY (check applicable category):

\_\_\_ Travel

\_\_\_ Faculty

\_\_\_ Classified or Professional Staff

\_\_\_ Student (see note on approval process sheet)

\_\_\_ Academic Support and/or Technology (ASTEC)(non-travel requests)

\_\_\_ Technology (funding is not available for regular faculty or classroom technology needs)

\_\_\_ Research

\_\_\_ Professional Growth & Support for Faculty and Staff

\_\_\_ Student Support

\_\_\_ Program Development

\_\_\_ Special Programs Support



|  |  |
| --- | --- |
| DEPARTMENT CHAIR’S APPROVAL: I am familiar with the proposal described herein, how the proposal fits with department goals, and I agree to provide departmental resources (in-kind or actual dollars), if indicated. | |
| Date: | Signature: |
| Comments: | |

|  |  |
| --- | --- |
| HUMAN SUBJECTS/ANIMAL USE AND WELFARE COMMITTEE APPROVAL (if applicable):  Include a copy of IRB approval letter in the appendices. | |
| ASTEC COMMITTEE RECOMMENDATION: We have read the proposal described herein, reviewed how the proposal fits with college goals, and recommend the following action:   * Not Funded * Funded Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Return for Clarification | | |
| Date: | Signature: | |
| Comments:  **\*This section not required for faculty or classified and professional staff travel requests** | | |

|  |  |
| --- | --- |
| LEADERSHIP COUNCIL RECOMMENDATION: We have read the proposal described herein, reviewed how the proposal fits with college goals, and recommend the following action:   * Not Funded * Funded Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Return for Clarification | |
| Date: | Signature: |
| Comments:  \* This section required for technology requests only | |

**BUDGET**

**Instructions: This budget form is an excel object. Double click inside to enter descriptions and monetary amounts in cells. Excel will automatically calculate grand total. Click outside the object to close out of excel and return to proposal.**



**BODY OF PROPOSAL**

Expand the size of each of the sections below as required, but do not exceed 3 single-spaced pages. Supporting documents or materials should be included as addenda. PROPOSALS SHOULD BE WRITTEN CLEARLY AND SIMPLY.

PROPOSAL SUMMARY (ABSTRACT):

I. BACKGROUND AND OBJECTIVES OF PROPOSAL. (Describe the nature and significance of the problem, how the proposal will fit into departmental goals, and provide a brief review of the relevant literature when warranted, and expected outcomes. Include a bibliography as an appendix, if appropriate.)

II. PROCEDURES AND METHODS. (Indicate how the goals and objectives will be met. Include a discussion of the steps involved in the design, development and implementation of the proposal).

III. TIME-LINE. (Provide a time frame for the completion of the proposal.)

IV. EVALUATION AND DISSEMINATION (if applicable). (Include a plan for evaluating or documenting outcomes as well as a plan for the dissemination of proposal results).

V. OTHER POTENTIAL SOURCES FOR FUNDING. Have you applied for funding from outside resources? Yes No

If yes, please explain.

\*\*Seeking outside resources is not required to apply to the endowment, but certainly encouraged.

VI. PROVIDE A BUDGET NARRATIVE that clearly explains any budget items that are not self-explanatory, including justification for the number of hours requested (if any) as reassigned time or stipend.

VII. INCLUDE ANY OTHER SUPPORTING DOCUMENTATION. If you requested reassigned time or a stipend, you must include a memo from your department chair/program director/immediate supervisor confirming that this activity is beyond basic obligations of teaching and scholarship.

VIII. TECHNOLOGY REQUESTS. Include all information required to order exact equipment requested.