

**Office of Research and Sponsored Programs**  
**Faculty Teaching Program Application Checklist**

Eligibility:

- Regular, full-time faculty member

Application Formatting:

- 10 or 12 pitch Courier or Times New Roman font
- Single spacing in body with double-spacing to divide sections
- Left justified with indented paragraphs
- Three-page maximum length

Proposal Content:

- Abstract (250 words maximum)
- Narrative
- Location of Proposed Development Activity(ies)
- Dates of Proposed Activity(ies) including Timeline
- Budget and Budget Narrative (maximum of \$1,500)
- Benefits of Proposed Activity
- Outcomes of Proposed Activity

Required Attachments (i.e., abbreviated vita, conference/meeting/symposia/workshop information including registration, copy of paper notification, evidence that results of previous awards have been used in classroom)