

APPENDIX A: Proposal Cover Sheet Instructions

Proposals are submitted in multiple copies:

- Submit the appropriate number of completed proposal copies and the appropriate number of Faculty Development Program Cover Sheets with original signatures. (See page 2 of this Appendix.)
- All remaining copies should not have cover sheets.
- One copy of your proposal, with cover sheet, is kept in your Dean's Office.
- The Dean's Office forwards remaining copies to the Faculty Development Office.
- Cover sheets are available from College offices, the Faculty Development Office and online.

Complete each section of the cover sheet as follows:

1. **Project Title:** The title is a brief project description. Enter the date that the application is prepared.
2. **Component:** Check the appropriate component.
3. **Methodology:** If the proposal is submitted for the Research Component, check the appropriate research methodology.
4. **Faculty/Academic Staff Participants:** A name is required for each participant. (If more than three participants, attach a second cover sheet.) If "Department" is not relevant, use College, Division, or Institutional Support Unit. If reassigned time is being requested, indicate the level of reassigned time and the semester(s) involved (i.e., 0.25 Spring 2016). If CAS is being requested, 7.5% represents a one-month (or equivalent) request, and 15% represents two months.
5. **Auxiliary Support Budget:** Complete only if auxiliary support is part of the request. All Off-Campus and Academic Staff proposals must have this section completed. The proposal narrative should include a rationale for requested auxiliary support. See the guidelines for auxiliary expenditures in the General Information section for additional information.
6. **Project Period:** Complete this section only if CAS is part of the request (i.e., do not complete for Off-Campus and Academic Staff proposals, or if requesting only auxiliary support and/or reassigned time). Enter an X into the calendar period(s) that will be devoted to the proposed project and for which CAS is requested. Note that CAS can only be awarded for Summer I and Summer II. See the following example covering Fiscal Year 2015 (July 1, 2015 through June 30, 2016):

Summer 2015		Fall 2015			Spring 2016			Summer 2016	
I	II	I	II	III	I	II	III	I	II
	X				X	X			

The above example reflects a request for 7.5% CAS in Summer II of 2015 (payment on September 1, 2015) and a three-credit release (0.25 load) for Spring, 2016 (no salary). The Faculty Development Board realizes that faculty members work on research and teaching projects throughout the year. This cover sheet section indicates when much of the work will be done, and thus when payment should be made.

CAS projects cannot be conducted during time periods associated with an applicant's 34-week contractual

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obligation, or it will be necessary to reassign an equivalent portion of the applicant's contract (weeks) to an unobligated future contract period. Please contact your associate dean or dean to make arrangements.

7. **Applicant Signature and Date:** The two copies with cover sheets must have a signature(s) from the applicant(s). Applicants should examine all relevant sections in the Faculty Development Program Handbook pertaining to the component to which they are applying. A signature is required and acknowledges that the applicant has read and understands the application procedures and evaluation policies for the component to which s/he is applying.
8. **Chair Signature and Date:** The two copies with cover sheets must have a signature from the department chair (or equivalent). A signature is required and acknowledges that the department chair has read the cover sheet and the proposal.
9. **Dean/Unit Head Signature and Date:** The two copies with cover sheets must have a signature from the dean/unit head. The dean/unit head may keep one of the signed copies. Send the other signed copy, along with copies without cover pages, to the Faculty Development Office. A signature is required and acknowledges that the dean/unit head has read the cover sheet and the proposal.
10. **Opt out post-evaluation meeting with FDP staff:** Applicants must check either the "yes" or "no" box in this section. A meeting between applicants and the Director of the Office of Sponsored Programs and Faculty Development and/or the Chair of the Faculty Development Board will be scheduled after the proposal evaluation process has been completed and the Provost has announced funding decisions. The purpose of such a meeting will be to discuss with the applicant the steps involved in the funding decision and how to maximize future funding success. The applicant may change, in writing (paper or email), his/her choice at any time. For example, if a proposal is funded, the successful applicant who initially opted in may subsequently choose to opt out of a post-evaluation meeting with FDP staff.
11. **Number of Stapled Copies:** The total number of stapled proposal copies to submit to the Faculty Development Office is as follows:

Component	Number of Proposal Copies	Number of Cover Sheets with Signatures
Teaching	1, pdf via email	1, pdf via email
Research	1, pdf via email	1, pdf via email
Faculty College	1, pdf via email	1, pdf via email
Off Campus	1, pdf via email	1, pdf via email
Small Grant	1, pdf via email	1, pdf via email
Sabbatical	1, pdf via email	1, pdf via email
Individually Planned Program Institutional Needs	1, pdf via email	1, pdf via email
Release Time for Grant Writing	1, pdf via email	1, pdf via email
Extramural Matching Grant	1, pdf via email	1, pdf via email

Consult individual component descriptions for additional information before preparing proposals. If you have questions, contact the Faculty Development Office at ext. 3215.