

SUBMISSION DEADLINES	<p style="text-align: center;">SPECIFIC PROCEDURES AND CALENDAR FOR SUMMER GRANTS 2012</p> <p style="text-align: center;">Applicants, Department Chairs and Deans must abide by the published schedule.</p>
<p>All application materials must be received by the respective parties before 4:30 p.m. on:</p> <p>Monday, October 10</p>	<p><u>Applicant:</u></p> <p>1) Submit eleven (11) copies of your complete application to the Office of Academic Affairs. The Office of Academic Affairs will forward two copies of the application to department chairs. (If applicant is a Department Chair, the Office of Academic Affairs will submit his/her application to the dean. The dean will write the detailed evaluation.) The remaining copies will be distributed to Professional Development Committee members. Successful applications will be posted in electronic format on a secure Library web page. <i>Please note that no electronic submissions will be accepted.</i> Applications received in the Office of Academic Affairs after the due date will not be considered.</p> <p>2) Submit one (1) extra copy of the "Summer Grant Application Form" (cover sheet only) to the chair of the Professional Development Committee: Eric Kurlander, Unit 8344 or Room 304 Elizabeth Hall</p>
<p>Wednesday, October 19</p>	<p><u>Chair:</u></p> <p>Submit one (1) copy of the application to the dean with a written evaluation. The evaluation should candidly assess the scholarly value of the project, the scope of the project, and its value to the University. (Retain one copy of the application for your files.) The Committee relies heavily on the chair's candid evaluation of the proposal's strength and potential for success. It is the responsibility of the Chair or Dean to carefully evaluate the application as to its completeness and competitiveness. <i>If found lacking or incomplete, constructive feedback should be delivered to the candidate in time to allow for minor changes.</i></p>
<p>Monday, November 7</p>	<p><u>Dean:</u></p> <p>Submit written comments to the Office of Academic Affairs. The comments should include an evaluation of the application and the chair's comments. If the applicant is a Department Chair, the Dean writes the detailed evaluation as described above. (Retain copy of each application) <u>The Office of Academic Affairs</u> will distribute the applications to the members of the Professional Development Committee for consideration.</p>
<p>Monday, November 28</p>	<p><u>Professional Development Committee:</u></p> <p>Evaluation of applications: November 9 – November 28. Submit recommendations to the Associate Provost by November 28, 2011.</p>
<p>Monday, December 12</p>	<p><u>Associate Provost:</u></p> <p>Notifications to be sent no later than December 12, 2011.</p> <p><u>Academic Affairs:</u></p> <p>Applicants who are denied an award or offered a half grant when a full grant was requested will receive a summary of the Committee's evaluation of their proposal.</p>
<p>September 14</p>	<p><u>Successful Applicants:</u></p> <p>Must submit a report and evaluation of their summer activities to their Dean <u>and</u> to the Office of Academic Affairs by September 14, 2012. Summer grant final reports will be posted in electronic format on a secure Library web page.</p>

Applicant – Please note: Only complete applications will be considered.

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