**QEP Development Grant**

**Office of the Provost**

**The QEP Development Grant is intended to support academic activities connected to the implementation of the QEP goals (QEP.wcu.edu). Applicants may receive only one grant of up to $1,250 per academic year. Interdisciplinary collaboration is encouraged.**

**Criteria**

* **Activity correlates with the implementation of the QEP goal(s).**

**Application Process**

**1) Complete application form (text boxes are provided where information is needed) and submit to:**

**Dr. Carol Burton**

**Associate Provost for Undergraduate Studies**

**550 HF Robinson Building**

**Western Carolina University**

**Cullowhee, NC 28723**

***The QEP Steering Committee will finalize selection criteria, review applications, and make the awards for the QEP Development Grants. Please let Carol Burton know if you would like to see a sample grant application that received funding previously.***

**2) Applications will be accepted on a rolling basis in the Fall and Spring semesters, however please be aware that decisions concerning funding are made by the QEP Steering Committee and therefore you should submit your request well in advance of your funding need/event.**

**QEP Development Grant**

**Application Form**

**I. Name:**

**Department:**

**II. Activity for which support is requested**:

**A)** **Date of Activity**:      **Location of Activity**:

**B)** **Brief Description of Activity**:

**C)** **Itemized Budget for Activity (e.g., equipment/materials, etc.). The budget must be directly linked to your intended outcomes and include specifics regarding use of funds.**

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**D)** **Other funding sources and amounts for this project/activity:**

|  |  |
| --- | --- |
| **Funding Source (dept./college/etc.)** | **Amount** |
|  |  |
|  |  |

**III. Purpose. Describe how the activity is connected to the implementation of the QEP goal(s) (≤ 1 page). Please include the following:**

1. **Indicate the specific QEP goal(s) being addressed and how your activity is connected to that goal.**
2. **Provide expected outcomes of the activity.**
3. **Describe plans for assessing the activity as well as any follow-up action you plan to take resulting from the activity.**
4. **Indicate how this activity relates to your department (e.g., learning outcomes, mission and goals).**

**IV. Signatures**

**This faculty/staff member has demonstrated success in his/her position given funding will most likely have future opportunities to engage in activities reflective of the QEP agenda.**

**Department Head:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean (If Faculty Applicant):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**

**V. Action by QEP Steering Committee**

**Grant awarded in the amount of**

**Grant not awarded**

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Associate Provost for Undergraduate Studies Date**