**Academic Project Grants (APGs) Proposal Template**

**2023-2024 Grant Cycle**

**Student(s) Name(s):**

**Faculty-Mentor Name:**

**Project Title:**

**Clear and concise description.** The author describes the main subject and purpose of the request and places the request into the larger context of the topic/body of research/discipline. Please use this section to also describe why the request is important to the project and/or disciplinary goals (limit of 500 words).

**Provide a brief discussion** of the significance of the project, and what learning will be gained from the experience (limit 300 words).

**Provide a plan** that describes what, when, and where the project/event will take place, including a brief description of what students will be engaged in specifically during their time in the event, and include the date for project completion, if applicable (limit 900 words).

**Provide a thorough budget, including an itemized list of expenses and funding sources (or proposed funding sources).** Budgets should be clearly itemized so that the faculty committee can understand the connection between the requests and the project goals. \*Please note student authors are limited to a $500.00 funding request from Academic Projects Grants.

\*\*For students or faculty making purchases for equipment or supplies, the purchases must be made through the student or faculty’s corresponding department and administrative associate. Purchases for equipment and supplies cannot be made personally through online shopping or direct purchases. All purchases must go through the department and administrative associate for the department. The administrative associate will work with Suzanne Melton to recode purchases at the amount awarded for the APG. At the end of the project all equipment and supplies revert back to the department.

**\*\***All travel reimbursements must be submitted through the Chrome River system. The faculty and students are responsible for managing their receipts for reimbursement.

***For more details, please see the APG Information and Guidelines.***

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| Item (add rows and numbers as needed)  Provide each item in order of prioritization for the project (i.e., item 1 = most important to fund to 8 = least important to fund) | Price of Item | Funding Source(s)  Include all sources of funding for each item you list. Identify *APG grant* if you are requesting an item(s) be funded through the APG program. |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| Total |  |  |

**Provide a brief Budget Justification** below making sure to include a statement that provides the committee with your plans to pursue the project if this project is not awarded through the APG program (300-word limit).

**Provide a bibliography** of appropriate primary or secondary scholarly sources relevant to the project. The bibliography must follow a standard documentation style (e.g. APA or MLA) and contain peer reviewed and/or credible references. Please be sure to use one documentation style consistently. [The Writing and Learning Commons (WaLC)](https://www.wcu.edu/learn/academic-success/tutoring-services/about/) provides writing tutoring services.

**What’s Next?**

1. **ATTACH** the following documents along with this completed template:
   * Faculty Letter of Support
   * Any related IRB Approvals or Exemptions, if applicable
   * Application or acceptance confirmation to conference or program, if applicable
2. **COMBINE and SAVE** the final proposal in PDF format with the file name as follows: LAST NAME\_FIRST NAME\_APG PROPOSAL\_CYCLE DEADLINE DATE
3. **SUBMIT** to the Qualtrics portal and complete the form