

EXHIBIT A
UNIVERSITY FUNDED FACULTY LEAVE PROGRAM
PROPOSAL FORMAT

I. Title/Cover Page (limit: 1 page).

This page should include the following:

- A. Brief, descriptive title of proposed activity
- B. Applicant's name, rank, and department affiliation
- C. Proposal summary (200 words maximum, stating objectives, significance, and anticipated benefits of the proposed activity)
- D. Disclosure of any other funding from a university source that the faculty member has received for this project.

II. Proposal Description (limit: 1,200 words).

This main body of the proposal should be a detailed description of the proposed activity and should include the following:

- A. Objectives and expected significance of the proposed activity.
- B. General plan of the activity.
- C. Expected benefits to the academic discipline / UHD community.

III. Completed copy of Exhibit B FFL Program Compliance Form. See PS 06.A.07 (Ethical Conduct in Research and Government-Sponsored Activities).

IV. Applicant's Qualifications (Vita or Resume).

This section should include information to assure that the applicant has the expertise needed to complete the proposed activity successfully.

V. Appendices (limit: 10 pages).

This section should provide any supporting documentation needed for Part II above, e.g. biography of applicant, bibliography, previous publications relating to project.

FORMAT FOR NOTICES OF APPLICATION

Notices of application are due to the applicant's Department Chair, College Dean, and the Chair of the university FFL committee when the proposal itself is submitted to the departmental FFL committee (the second Monday in November). Note that the format for the last of these notices varies slightly from the others, as described below.

To be submitted to applicant's Department Chair and College Dean:

An email with the subject line "Notice of application for FFL". Include in the body of the message the information from sections A, B, and C of the "Title/Cover page" section above (i.e., Proposal title; applicant's name, rank and department; proposal summary). This message is only for the purposes of information, and will not be used to evaluate the proposal.

To be submitted to the Chair of the university FFL committee:

An email with the subject line "Notice of application for FFL". Include in the body of the message only the information from section B of the "Title/Cover page" section above (i.e., name, rank, and department). This information will be used only for planning purposes, so that the university FFL committee can anticipate the total number of applicants. The title and description of the project are not included, as they may change upon review by the department FFL committee.