

**PIO Instructional Development Project Grant (PIO-IDPG)
2019 - 2020 Application**



Applicants for the PIO Instructional Development Project Grant must provide:

1. Application form
2. Proposal narrative (4 pages maximum). Use 7-point outline from below.
3. Using the Proposal Budget Template provided (included in this application), prepare a detailed cost breakdown for project.
4. Identification of other funds being requested, such as:

FUNDING SOURCES	\$ REQUESTED	\$ APPROVED
OFD requested funds:	\$	\$
Department funds:	\$	\$
Other monies:	\$	\$
TOTAL	\$	\$

5. Signature of support from direct supervisor: department chair, school director, or college dean as appropriate.
Application deadlines for the IDP Grants: The application must be submitted at least two weeks prior the event.

No more than one Instructional Development Project Grant (IDPG) proposal per academic program will be reviewed for possible funding each year.

Proposal Narrative: (4 pages maximum)

- 1) State type of event:
- 2) What is the purpose of the event? (one to two sentences)
- 3) Objectives: State the objectives for the event. Key elements should identify clearly. Objectives flow from purpose and are the specific aims for the event. What do you intend to accomplish, and why is the event important?
- 4) Provide a brief description of the event's alignment with academic program mission and objectives.
- 5) Assessment: How is the event's purpose and objectives assessed and/or evaluated?
- 6) Dissemination: Applicants should state the uses and diffusion of information acquired throughout the course of the grant. For example, how could results be used beyond the specific event? How, when, and by whom will the information be disseminated?
- 7) Budget: Provide a summary of the budget as delineated in the Proposal Budget Template which follows. All proposals will be reviewed to determine the suitability of budgeted items in terms of stated event activities and fidelity with University policies and regulations.

Signature of Applicant

Print Applicant's Name

Applicant Title

Part Time Instructor/PIO member

Part Time Instructor/Non PIO member

Signature of Applicant's Supervisor

Print Supervisor's Name

Office Coordinator Name	Email	Phone	M.S.
OFD USE ONLY:			
OFD Date received & acknowledged:	Date scanned:	Decision date:	Date Email sent:
		Amount:	
Date follow up letter sent:	Date follow up letter sent: (to include protocol, missing materials etc..)	Date reimbursement processed:	Date final report received:

Revised 4/10/18 – TD

Proposal Budget Template

Initiation Date: _____

Completion Date: _____

Principal Investigator: _____

Principal Investigator title: _____

Project title: _____

A.	Student Personnel		\$	Total
		Undergraduate Student(s) (# hrs/rate)	\$	
		Graduate Student(s) (# hrs/rate)	\$	
	Total Student Personnel		\$	\$
B.	Expert Visitors/Site Visits			
		Expert Visitors	\$	
		Visits to external sites	\$	
			\$	
			\$	
	Total Expert Visitors/Site Visits		\$	\$
C.	Workshops/Training			
		Registration	\$	
	Total Workshops/Training		\$	\$
D.	Participant Support			
		Participant Support	\$	
	Total Participant Support		\$	\$
E.	Software			
		Purchase/Design	\$	
		Licensing	\$	
		Customization	\$	
	Total Software		\$	\$
F.	Mailing/Copies			
		Mailing	\$	
		Copies	\$	
	Total Mailing/Copies		\$	\$
G.	Other			
		Materials and Supplies	\$	
		Publication/documentation/dissemination	\$	
		Internal Consultants	\$	
	Total Other Cost		\$	\$
PROPOSAL PROJECT GRAND TOTAL			\$	\$
NON-OFD FUNDING REQUESTED <i>(from page 1 of the application)</i>			\$	\$
REQUEST FROM OFD			\$	

Please Note:

See Faculty Instructional Development Grants Program Guidelines 2019 -2020 for what is funded and what is not funded.

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Application Submission:

As well as contact information, application process, and ideas or questions; please contact:

Office of Faculty Development
2029 University Computing Center

Mail Stop 5268

or submit by e-mail to faculty-development@wmich.edu

(269) 387-0732