**FDC Leave Supplement Application Template**

Instructions: Please insert your own text between the [brackets]. When complete, please save the entire document as one PDF file before submission.

**Title of project:**

[Insert your title here]

[Your Name and Rank] – [Your Department]

**Abstract of the proposal:**

[In 100 words or less, please summarize the contents of your proposal (not your project).]

**PROJECT NARRATIVE**

No more than four pages (single-spaced,) in language that is *accessible to non-specialist colleagues, please fill in the following sections:*

**The** **ideas, problems, works or questions the study will examine:**

[Insert your text here. Use non-specialist language.]

**Specific steps to be taken to accomplish the project:**

[Insert your text here. Please give dates if possible. Please explain how will you use your sabbatical.]

**Significance of the project to my scholarly field and research/artistic program:**

[Insert your text here. Please explain why this project is relevant or important to your discipline. Use non-specialist language.]

**Relationship of the project to my ongoing development as a scholar:**

[Insert your text here. Please explain how this project builds on your previous work or takes you in new directions.]

**Anticipated Outcomes:**

[Insert your text here. What will result from this sabbatical? Please be as specific as possible, for instance, give names of journals or presses or conferences to which you might submit the work.]

**Previous awards from FDC:**

[Insert your text here. A statement indicating the date and amount of award(s) from the Faculty Development Committee received over the past six years. *A brief summary of the results of work supported by such prior funding is a prerequisite for additional funding.* Please include dates and names of *any* leave support from the committee over the past ten years. Any relationship between previously funded projects and the current research must be described.]

*Example: For 2015-2016, I received a $4000 FDC research grant to travel to Rome to study historical pasta ingredients, shapes, and boiling times. RESULT: I have written an 8000-word article, which is currently under review at the food studies journal, Gastronomica.*

*Example: In 2012-2013, I received a Faculty Leave Supplement to conduct archival research in Fukuoka, Japan on Oryza Sativa tasseography. RESULT: My 110,000-word manuscript, tentatively titled “Seeing through Sake: Gender and Tasseographic Power in Early Modern Japan,” is under review at Duke University Press.*

**Other sources of funding:** Since the FDC normally funds applications after other funds like start-ups, endowed chair discretionary funds, or research and professional development funds have been exhausted, please indicate specifically how any remaining funding is committed.

[. If external funding has been sought – or applications will be submitted – this should be noted in the application, with a list of agencies or organizations to which applications have been or will be submitted.]

*[End of project narrative. This section should be no longer than 4 single-spaced pages with 1.25-inch margins.]*

**Budget:**

[Use this section only if you are requesting specific funds for travel, publication costs, or materials beyond your salary supplement. Do not give salary information.]

You may submit a budget one of two ways:

* Using [THIS linked excel template](https://www.bowdoin.edu/academic-affairs/pdf/travel%20budget.xlsx): when you enter amounts into the highlighted cells, the totals will automatically populate.
* OR, please insert the type of expense, amount and rationale into the table below. Please round off figures to the nearest $10 when submitting your budget.

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| Type of Expense | Amount | Rationale |
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* TOTAL=

[OR, if you prefer to use a narrative form: Insert text here discussing overall amount requested. If more detail is required, please submit a supplementary budget form.]

[CUT AND PASTE YOUR CV HERE]

[CUT AND PASTE ANY SUPPLEMENTAL MATERIALS HERE]