**FDC Subvention and Publications Costs 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] – [Your Department/Program]

Please specify type of proposal, amount of funding requested, and when the funds will be utilized.

Type Amount

Book or Journal Article subvention or page charges

Editorial or Translation Assistance

Preparation of Indices

Permission Charges for Images

Other [Insert here]

**Abstract of the proposal:**

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

**NARRATIVE**

No more than two pages (single-spaced,) in language that is accessible to non-specialist colleagues, using the following subheadings

**The** **ideas, problems, works or questions the study examines:**

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

**Significance of the project to my 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.]

**A statement indicating what other sources of funding have been requested or received for the proposed project:**

[Insert your text here.]

**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.* Any relationship between previously funded projects and the current one 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.*

*[End of project narrative. This section should be no longer than 2 single-spaced pages.]*

**Budget:**

***For subvention requests****: Please be sure to include a letter from the press clarifying the publisher's policy on subventions and providing information as to how the funds will be used.*

***For other publication cost requests****: Please be sure to include a copy of the quote or the invoice for these services or charges.*

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

[Or if you prefer to use a narrative form: Insert text here discussing overall amount requested.]

[CUT AND PASTE YOUR CV HERE]

[CUT AND PASTE ADDITIONAL MATERIEL: LETTER FROM THE PRESS OR INVOICE FOR SERVICES OR CHARGES HERE]