



Experiential Learning Seed Grant (ELSG) Application Instructions

APPLICATION COVER SHEET:

Download, complete, and sign the Application "Cover Sheet." Use the checklist to ensure that you have included all required sections of the proposal and have met formatting requirements.

PROJECT NARRATIVE:

The Project Narrative is comprised of six (6) sections. Each section of the narrative should be separately identified. The maximum length of the Project Narrative is four (4) pages, single-spaced. A maximum length for some sections is suggested but is not mandatory. Note that proposals may not be reviewed by specialists in your specific discipline so care should be taken to write your proposal so that it can be understood by an educated general audience. Include the following sub-sections (with headers) in the Project Narrative:

1. **Project Summary (maximum one-half page suggested):** The Project Summary should be a self-contained description of the activity that would result if the proposal were funded. It should include a statement of the need for, or importance of, the proposed experiential learning activity, a brief description of methods to be employed, and anticipated outcomes. The summary should be written in the third person and should be understandable to an educated lay reader. (Note that the Project Summary may be disseminated broadly, such as on the QEP website, if the project is funded.)
2. **Alignment with QEP Goals and Student Learning Outcomes (maximum one-half page suggested):** Provide an explanation of how the proposed project aligns with the objectives of the Experiential Learning Seed Grant Program as stated in the program guidelines.
3. **Background and Objective(s):** Provide an overview of the research project or creative activity, including a clear statement of the problem or challenge, the objective(s) of the proposed project, and a brief review of pertinent literature or state of the art.
4. **Project Plan:** Describe the methodology to be used to conduct this research or creative activity. The project plan should include the following elements: project timeline, a description of the nature of the project, research design (if applicable), and sources and plans for carrying out creative work (if applicable). If the proposed project is a collaboration, clearly describe the roles of the applicant and all collaborators.
5. **Anticipated Results:** Describe the anticipated results of the project and how they promote student success and/or fit into any larger, long-term research or creative plan.

REFERENCES CITED (NO PAGE LIMIT):

Use the publishing conventions of the discipline. List only references cited in the Project Narrative. If the document is available electronically, identify the website address. Do not include other bibliographic references.



BUDGET:

Provide a detailed budget using the downloadable “[Budget Template](#).” Please review the ELSG Guidelines regarding allowability of costs before completing the budget. **The budget total may not exceed the maximum award (\$4,000).** The Committee understands that the ELSG award will rarely cover all the costs of a particular research or creative project; there is no need to quantify other costs associated with the project in the budget form.

BUDGET JUSTIFICATION (MAXIMUM ONE PAGE, SINGLE-SPACED):

Justify the funding request in narrative form. Each individual line item request on the “Budget Template” must be fully explained and carefully justified. If software, computer equipment, or small equipment items are requested, attach additional documentation that the requested items are not available for use from IT, Media Services, and/or the department, as appropriate. For a major (>\$3,000) equipment request, attach an additional page, signed by the department head that explains why the department cannot provide the equipment and why a request for equipment pool funds is not appropriate. These documentation/justification materials do not count in page limits.

Applicants are advised that the reviewers rely heavily on the Budget Justification when making decisions about funding. Explanations that are cursory or justifications that are weak can result in proposal rejection or reduction of award amount.

FACILITIES, EQUIPMENT, AND OTHER RESOURCES (MAXIMUM 1 PAGE, SINGLE-SPACED):

Describe the non-ELSG funded institutional and external resources that will be used in the conduct of this project. Resources may include office, laboratory, or studio space; use of equipment; student research assistance; supplies and materials; travel support; photocopying services; computer equipment and software; access to university archives or collections; etc. **Do not omit this explanation.**

SUBMISSION INSTRUCTIONS:

Proposals must be received by the Office of Institutional Effectiveness no later than 5:00 P.M. on the deadline dates noted in the call for funding. Late or partial submissions will not be considered. No exceptions will be made. Proposals should be submitted using the following process:

A scanned proposal may be submitted electronically as a single PDF attachment and sent to QEP@valdosta.edu. (Note that the “sent” electronic time stamp will be used to determine if the submission deadline is met.) The proposal must be signed and assembled in order with each page properly oriented, and the document must be legible. Please note; all signatures must be included on the electronically submitted application. Applications received electronically without signatures at the time of submission will not be considered.