**2011 Scholarship Enhancement Fund Application Cover Sheet**

Submission deadline: **4:00pm Thursday, November 4, 2010**

Submit *electronic copies* to tbrophy@arts.ufl.edu and mpatton@arts.ufl.edu

PROPOSAL TITLE:

Name and Rank:

Applicant’s School:

UFID:

Campus Address:

Campus Telephone #:

E-mail Address:

Amount Requested: $

What other support do you have available for this project?

What other funding have you had in the past three years? (include amount and funding agency)

What other sources of funding have you recently applied for or plan to apply for to support this project?

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NOTE: Digital or electronic signatures are accepted.

**2011 Scholarship Enhancement Fund Proposal Narrative (3 pages maximum)**

Title:

1. Significance – Excellence and Innovation
2. Methodology – Procedures, Feasibility, and Timeline
3. Pre-proposal activity and Research Planning
4. How the project contributes to the reputation and profile of the University of Florida and College of Fine Arts
5. Budget and Budget Justification

**2011 Scholarship Enhancement Fund Budget Page**

**A. SUMMER SALARIES, WAGES and FRINGE (list all individuals separately)**

Dates of Work: Summer A 2011 runs from 5/16/11-6/30/11; Summer B 2011 runs from 7/1/11-8/15/11

Summer A 2012 runs from 5/16/12-6/30/12; Summer B 2012 runs from 7/1/12-8/15/12

FTE: The decimal representation of the number of hours you will work (and get paid for) in one week. 1.00 FTE = 40 hours a week, .50 FTE = 20 hours a week , etc.

After you complete the first 5 columns for each person you wish to pay, send that information to Barbara Mitola at bmitola@arts.ufl.edu and she will complete the last 3 columns.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name (TBA – if unknown)** | **Work Description/Title** | **Dates of Work** | **FTE** | **Pay Rate\*** | **Total Gross Pay** | **Fringe** | **Total Cost** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Faculty: Enter Annual Rate of Pay; Student or Non-Student Hourly Employees: Enter hourly Rate of Pay

**B. EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Estimated Cost – YEAR ONE** | **Estimated Cost – YEAR TWO** |
|  |  |  |
|  |  |  |
| Other (enter items and add rows as needed) |  |  |

**C. MATERIALS AND SUPPLIES**

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Estimated Cost – YEAR ONE** | **Estimated Cost – YEAR TWO** |
|  |  |  |
|  |  |  |
| Other (enter items and add rows as needed) |  |  |

**D. TRAVEL**

|  |  |  |
| --- | --- | --- |
| **Expense** | **Estimated Cost – YEAR ONE** | **Estimated Cost – YEAR TWO** |
| Airfare |  |  |
| Accommodations |  |  |
| Local transportation (taxi, shuttle, etc) |  |  |
| Car rental |  |  |
| Mileage (if using your own car) |  |  |
| Other (enter items and add rows as needed) |  |  |

**E. OTHER DIRECT COSTS (itemize)**

|  |  |  |
| --- | --- | --- |
| **Item(s)/Expenses** | **Estimated Cost – YEAR ONE** | **Estimated Cost – YEAR TWO** |
|  |  |  |
|  |  |  |
| Other (enter items and add rows as needed) |  |  |

|  |  |
| --- | --- |
| **TOTAL REQUEST, not to exceed $7,500**  | **$** |

**2011 Scholarship Enhancement Fund Budget Item Justification**

PERSONNEL:

EQUIPMENT:

MATERIALS AND SUPPLIES:

TRAVEL:

OTHER DIRECT COSTS:

**Abbreviated Curriculum Vitae (insert here, 1-3 pages)**