

THE C. FELIX HARVEY AWARD TO ADVANCE INSTITUTIONAL PRIORITIES

2009 APPLICATION GUIDELINES

Project Narrative: Complete and attach a three-page narrative (using at least an 11 pt. font and 0.5 inch margins) that contains the following headings and components in the order below:

- Project Description
 - Goals and Objective
 - Real-World need(s) addressed by project
 - Capacity/ expertise to address need
- Fit with Harvey Award Criteria
 - Alignment with applied innovation in humanities and/or social sciences
 - Alignment with current theme(s): technology, economic development, arts and culture, and K-12 public education
- Relation to faculty scholarship
- Constituencies served by project
 - Internal
 - External
- Collaborators and degree of involvement
 - Internal
 - External
- Sustainability and/or degree of adoption beyond grant period
- Description of how the project will be measured and evaluated

2009 BUDGET GUIDELINES

Project Budget: Complete and attach a one-page project budget that outlines the anticipated costs for the project. Include use of funds for:

- Personnel (e.g. faculty, consultants, student assistants, participant stipends)
- Meetings
- Travel
- Materials
- Communications (e.g. mailings, website, telephone)
- Evaluation

Attachments (not required, but encouraged): e.g. Letter(s) of support from external collaborators; timeline; brief faculty bio