

**Course Release Grant Application**

**Due 1 November**

**Name:**

**Department:**

**Title of Project:**

**Type of Grant.**

(See the [faculty development page](https://www.westmont.edu/office-provost/faculty-resources/faculty-development) on the provost’s website for descriptions.)

[ ]  **Please check here to indicate that your department chair has reviewed and approved this proposal.**

Have you also applied for a professional development grant?

If you are awarded both, which would you accept?

**Brief Summary of Project** (up to 300 characters; This could be used for internal and external reports; please write it in the third person)

**Description of Goals and a Time-line for Project Completion.** Please identify specific outcomes of the project and provide appropriate background. (up to 1500 words).

**Project Impact.** Describe the benefits to the faculty member, college, department, community or discipline

**Project timeliness.** Describe why this project needs to be completed next academic year and not during the summer before or after.

**Rationale for course release**. Explain why the requested teaching reduction is appropriate for the proposed project, and why more intensive work over a semester is important (compared to the normal pace of regular scholarship expected of all faculty during the summer and academic year).

**Proposal for how your course release will be** **covered** **as discussed with the department chair** (e.g. canceling a class; hiring an adjunct; folding course into another faculty members load, etc.)

**Appendices**

* Curriculum vitae
* A description of previous professional development or sabbatical funding grant projects from the last 5 years and a summary of the scholarly products (i.e., publications, presentations, performances, etc.) that resulted from each.

**Please submit this proposal and appendices electronically to Michael Everest (meverest@westmont.edu) by Nov 1st.**