

# ELI Special Project Proposal Form

Your Name: \_\_\_\_\_  Faculty/Staff  Student

Faculty Sponsor's Name (for student proposals): \_\_\_\_\_

Title of Project: \_\_\_\_\_

## ELI Category (Circle one)

Academic Research   Creative Expression   Global Citizenship   Servant Leadership   Bridge Experience

## Project Information

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Project's Associated Course(s) and/or Program SLO (if applicable): \_\_\_\_\_

Number of FHU Students Participating in the Project (if applicable): \_\_\_\_\_

## Project Description

- Attach a brief abstract (approx. 5-6 sentences) that summarizes your proposed project.
- Attach a typed narrative (1-2 pages) that describes your project in detail.
- Address the ways in which your project will incorporate student engagement, focusing on the Three E's (Expose, Engage, Evaluate), as described on pp. 16-18 of the Best Practices for Student Engagement Faculty Guide.
- Address how your project will meet the criteria of one of the five ELI categories, as found on pp. 20-23 of the Best Practices for Student Engagement Faculty Guide.
- Describe the project's reflection and dissemination components (e.g. reflective writing/public presentation).
- Use the "ELI Special Project Rubric" as your guide. Please note that a minimum score of 14 out of 18 must be achieved to be eligible for a grant. Any project below a 14 or any category receiving a score of zero will need to be strongly justified in order to be considered.

## Dissemination

- I agree to post the activity on FHU's Collaboratory webpage at the conclusion of the program.
- I agree to present at FHU's University Scholar's Day. Students who will graduate prior to the next University Scholar's Day or those not presenting at Scholar's Day will need to provide details of where you plan to share the results. In the space below, list other events and/or publications where you plan to share the results of your project (e.g. professional conferences, peer-review journals, etc.):

# ELI Special Project Proposal Form Instructions

## Funding and Expenses

Project or a similar project has been previously funded through an ELI grant.  Yes  No

If yes, how many times, when, and how does this project differ (if any) from the previously funded project?

**Funding Requested:** Total \$ \_\_\_\_\_ Per Student: \$ \_\_\_\_\_ (for student groups)

**Anticipated Expenses** (e.g. transportation, accommodations, meals, registration fees, supplies, and travel expenses)

Supplementary pages may be included if additional space is needed.

Expense/Item	Amount Per Person	Total Amount
<b>TOTAL ANTICIPATED EXPENSES</b>		

**Anticipated Funding** (e.g. departmental funds, endowed scholarship proceeds, participant contributions, other non-FHU sources) Supplementary pages may be included if additional space is needed.

Funding Source	Amount Per Person	Total Amount
Engaged Learning Initiative (ELI)		
<b>TOTAL ANTICIPATED FUNDING</b>		

# ELI Special Project Proposal Form Instructions

## **Best Practices for Student Engagement Faculty Guide**

Specific guidelines and instructions for designing ELI projects are available in the Best Practices for Student Engagement Faculty Guide. A proposed project is more likely to be accepted if it scores highly on the ELI Special Project Rubric (Appendix C of the Best Practices Guide) when the proposal is evaluated by the ELI Committee.

## **Project Proposal and Project Completion Deadlines**

The proposal deadline for projects to be funded for the following academic year (Summer, Fall, or Spring terms) is **April 1**.

Student projects must be completed within one year of receiving funding or by the time of the student's graduation or transfer from Freed-Hardeman University. A student who fails to complete the project prior to this deadline must refund the full amount of the ELI grant to Freed-Hardeman University.

Proposals should be submitted to [eli@fhu.edu](mailto:eli@fhu.edu)

## **Anticipated Expenses**

Include **all** expenses associated with your project in your proposal, including expenses that you are not requesting to be funded by ELI. Anticipated expenses may include, but are not limited to: transportation, accommodations, meals, registration fees, supplies, and travel insurance.

In some instances, a stipend may be appropriate for faculty and/or student participants. Stipends are processed and paid by the FHU Payroll Office, and the required payroll paperwork must be completed before stipends can be issued. If requesting a stipend, also include FICA taxes (Social Security and Medicare) in your requested funding, calculated at 7.65% of the total stipend amount. Federal income taxes will be withheld from the stipend unless an exemption is claimed on Form W-4.

**All projects that involve international travel should consult the FHU Abroad Office ([fhuabroad@fhu.edu](mailto:fhuabroad@fhu.edu)) before submitting an ELI proposal.** FHU Abroad will help plan the logistics of the international trip and prepare the project's budget. ELI funding will only be available for international travel experiences that include a specific, distinctive, and worthwhile ELI special project. ELI funding will **not** be awarded for:

- general study abroad expenses
- tuition at other universities
- paid internships/professional field experiences

## **Anticipated Funding**

The total anticipated expenses shown on the project proposal form must match the total anticipated funding. In addition to an ELI grant, potential funding sources may include departmental funds, endowed scholarship proceeds, and—frequently—participant contributions. Participants are generally expected to contribute some amount to the project financially.

Projects funded with University funds will be expected to adhere to Policy 2.8 – Intellectual Property. The policy may be viewed by visiting <https://www.fhu.edu/policy>.