BOOK DEVELOPMENT GRANT
Application for Funding

To be completed by Faculty Applicant:

Name: __________________________
Department: _____________________
Rank: __________________________

Proposal Requirements:
(All fields will expand as you type)

1. Project summary: Proposals should be written for educated non-specialists and should be free of jargon.
2. Sample chapter.
3. A summary of the progress on the manuscript to date.
4. The name and CV of the proposed scholar or editor.
5. Summary evaluation of what qualifies the person to provide expert critical feedback on the proposed project.
6. Detailed budget including supporting documentation regarding travel and lodging cost (see sample budget below):

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor Service/Publication Fees</td>
<td>$</td>
</tr>
<tr>
<td>Roundtrip airfare ticket (GSO – London)</td>
<td>$</td>
</tr>
<tr>
<td>Local Transportation (mileage, bus, taxi, etc...)</td>
<td>$</td>
</tr>
<tr>
<td>Hotel (amount per night multiplied by number of nights)</td>
<td>$</td>
</tr>
<tr>
<td>Meals and Incidentals</td>
<td>$</td>
</tr>
<tr>
<td><em>International Meals: Traveler can request a standard per diem meal rate for the trip rather than providing detailed receipts</em> - <a href="http://aoprals.state.gov/web920/per_diem.asp">http://aoprals.state.gov/web920/per_diem.asp</a></td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous (photocopies, microfilms, library fees, supplies etc…)</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Amount Requested** $_________

7. Please attach a current CV.

______________________________  ________________________
Signature of Applicant          Date:

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Total Amount Requested: $_________
Revised: 7/01/15
To be completed by Department Chair:

☐ This project should be funded
☐ This project should be partially funded
☐ This project should not be funded

- **Please provide the rationale for your recommendation above:** All proposals must be accompanied by a supporting letter from the departmental chair. Please note that this letter is a crucial component of the review process. Chairs are asked to vet proposals to ensure that applicants have provided all information requested above, and that it is comprehensible to an educated audience of non-specialists. Chairs should indicate whether they endorse the particular project proposal in terms of its teacher-scholar relevance, viability, and necessity. In the case of conference travel or funding requested to support performance or exhibition of creative work, the chair is asked to provide an evaluation of the quality and selectivity of the conference, workshop or exhibition venue.

- **Please provide your endorsement here:**
  
  *(Field will expand as you type)*


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*Signature of Department Chair or Equivalent*  
*Date:*  

*Document to be submitted by department chair to Patty Lanier at* [lanierpr@wfu.edu](mailto:lanierpr@wfu.edu)*