**Academic Program Innovation (API) Grant:**

The proposal should be submitted by email to eiugrants@eiu.edu by noon on the advertised due date. Late proposals will not be reviewed.

Instructions for Preparing Proposals

Applicants must provide responses to all prompts (beginning on page 2). Section headings and numbers must remain in the document. Include all relevant attachments as indicated below. Your Department Chair or immediate supervisor must sign the application.

Format:

Length, Fonts, and Margins

* The Proposal Narrative portion of the application must not exceed three pages.
* The text should be single-spaced.
* Margins must not be smaller than one inch.
* The font should be 11-point Arial, Helvetica, or Times New Roman.

Abstract:

The abstract should be a one-paragraph summary of the proposal.

Proposal Narrative:

* + Begin each section with the section title and description in its entirety.
  + The Proposal Narrative section must not exceed three pages.
  + This section is not intended for a lay audience; it should be written for review by someone who is trained in the faculty member’s field.

Attachments:

1. Vita: Please attach a current vita and indicate ***with an asterisk*** any publications or papers or other experiences that relate to the proposed project or which provide evidence of your ability to complete the work.  The vita may not exceed five (5) single-sided pages.  Joint applicants may **each** include a vita not to exceed (5) single-sided pages.
2. Supplementary Materials: You may include up to three single-sided pages of supplementary materials which can be photocopied for distribution to reviewers.
   * Examples of acceptable supplementary materials include figures, diagrams, and other material that is not primarily text.  Explanation of the relationship of these materials should be included in the text describing the project and must fit within the three-page limit on that material.

Signature of Department Chair:

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Department Chair Date

Academic Program Innovation (API) Grant

Applicant Name(s)

Department(s)

**Title of Proposal**

**Abstract:**

**Proposal Narrative:**

1. Goals: *Describe the specific goals of the project*.
2. Innovation:*Describe what is innovative about the project.*
3. Impact:*Explain what impact the project would have on Eastern’s academic reputation and enrollment.*
4. Academic Engagement:*Describe the project director’s record of academic engagement.*
5. Commitment of Time: *Describe the project director’s commitment of time to the project).*
6. Budget: *Separately list expenditures for summer salary, academic year buyout, travel, student help, equipment, commodities, contractual services, and other.****Itemize****specific expenditures within each category.  Provide sufficient explanation to justify the budget items. This section should be a complete budget even though budget information is requested on the Agreement page.*

1. Other Funding: *Indicate whether funding from other sources has been sought for this project. If yes, please provide the name of the internal grant or funding agency (if external). Indicate the amount applied for and whether funding has been received or is yet to be determined. Indicate how API funds would be utilized in addition to other grants or awards.*