

Supporting Documentation
(Not necessary for Ongoing Projects)

1. Project Title.
2. Goals and objectives for this proposed project.
3. Outline the duties and responsibilities that justify release-time or a stipend.
4. Specify the length of the project and the amount of release-time or stipend being sought.
5. Detail the outcomes that are expected. If other funds are required (e.g., travel, professional development), provide a detailed description of the total budget.
6. List any other requests and/or submit as a packet.