

Mini-Sabbatical/Grant Writing Fellowship Application Form

The Mini-Sabbatical/Grant Writing Fellowship Program is for the purpose of encouraging professional projects, including grant applications, for the mutual benefit of Western Illinois University and the employee. The University offers funds to support a one course reduction (a single three (3) ACE or four (4) ACE reduction of workload) to Unit A faculty members for the purpose of encouraging professional projects and/or grant applications. Eligibility, procedures, and conditions of the Program can be found on the Provost's web page at:

[MiniSabGWF Info.pdf \(wiu.edu\)](#)

Instructions:

Applications for the Mini-Sabbatical/Grant Writing Fellowship Program are to be submitted to the Department Chair's office by 4:30 pm on September 15, 2023. They are due in the College Dean's office by September 22, 2023, are due to the Provost's Office of the Provost (211 Sherman Hall) on September 29, 2023. Applicants will receive notification of award no later than October 16, 2023.

Please prepare one original application (Cover Sheet and Proposal).

One hard copy of the application can be mailed to the Office of the Provost (Sherman Hall 211) OR the application can be scanned and emailed (.pdf format) to Amelia Hodges, Office of the Provost at: AD-Hodges@wiu.edu.

Questions may be directed to Amelia Hodges (AD-Hodges@wiu.edu) or Russell Morgan (RE-Morgan@wiu.edu), both at 298-1066.

Mini-Sabbatical / Grant Writing Fellowship Application
Cover Sheet

NAME: _____

DEPARTMENT: _____

Period of Requested Fellowship: Fall Semester ____ (Year) or Spring Semester ____ (Year)

Have you received a previous Mini-Sabbatical/Grant Writing Fellowship from WIU? When?

Please obtain signatures from the following:

1.Applicant:

Signature _____

Date _____

2.Department Chairperson: Recommend ____ Not Recommend ____

Signature _____

Date _____

3.College/Division Dean: Recommend ____ Not Recommend ____

Signature _____

Date _____

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Proposal

1. Provide an abstract of your proposed project (maximum 300 words). Abstract should be written for a broad audience, and acronyms should be spelled out.
2. For Mini-Sabbaticals, clearly indicate how the project will be mutually beneficial for both you and the University. For Grant Writing Fellowships, indicate the expected grant funding source(s) to which you will be applying (include agency program name and funding deadlines, if appropriate) and estimate the funds needed to complete the project for which you will be applying for funding.
3. Describe your plan of activity to complete the mini-sabbatical or grant proposal during the Program period (use as much space as needed). Include a detailed timeline of activities to be performed during the semester.
4. Attach a current vita. Emphasize scholarship and activities that provide evidence of your background or preparation in the topic area of the project. Limit to 5 pages.
5. If this a revision of a previously submitted application, please list the changes made.
6. Attach the report from your previous Mini-Sabbatical/Grant Writing Fellowship, if appropriate.