Applicants should complete the Application Cover/Budget Sheet. Completed cover/budget sheets should be combined with the full proposal and then uploaded to the CRLT Whitaker website (http://www.crlt.umich.edu/grants/gilbert-whitaker-fund). Proposals are due to CRLT by **4:00 p.m. on Tuesday, January 17, 2023.**

1.

Project Title

2.                                                                                                          3.

 Name of Project Director Academic Rank

4.                                                                                                          5.

 Office Address *(w/campus zip)* Dept./Program/School/College

6.                                                                                                          7.

 Email Address Telephone Number

8. Duration of Project: Starting Date:

 Ending Date\*:

 Total No. Months:

\*The period of funding will vary according to the requirements of the project. However, the funding period is limited to two years. To be eligible, the funding period must begin in April 2023 and projects must be completed by April 30, 2025.

9. Number of students likely to benefit directly from the project annually:

 Undergraduate:

 Graduate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Director: |  |  | Project Title: |  |

* Clearly explain why each requested budget item is **essential to the success** of the project. **Travel and conference attendance, in particular, require substantial justification.**
* **Grant monies must be used for project costs that do not fall within the realm of regular departmental expenditures.** Requests should not include items that departments normally make available to faculty, such as photocopying, supplies, and routine secretarial assistance.
* **When budgeting salary, be sure to account for necessary fringe benefits, in accordance with your unit’s policies and procedures.**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Amount Requested\*\* | College/Dept. Cost Sharing(if applicable) | Justification |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| **Total** |  |  |  |
| \*\*The budget request for CRLT funds should not exceed $10,000.00. |