



Office of the Provost and  
Vice President for Academic Affairs

**Application for Faculty Scholarship/Research Grants – 2023-2024**

*Applications with the department chair's recommendation are due to the appropriate school dean on the third Monday of the month. The dean will forward applications to the Provost/Vice President for Academic Affairs ([academicaffairs@springfieldcollege.edu](mailto:academicaffairs@springfieldcollege.edu)) by the fourth Monday of each month, September - April.*

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Department: \_\_\_\_\_

Previous Scholarship/Research Grant Awards: *(Specify month/year and amounts)*

Overview of Scholarship/Research Project:

Total Funding Requested:

Itemization of Expenses: *(Please review the Springfield College Travel Policy for eligible/ineligible expenses)*

Faculty Grant monies are intended to supplement the school and/or departmental funds when available. Please indicate what other sources of support, if any, you have received from the College.

*Applicants should attach a 2 page narrative  
that addresses the questions described in the Faculty Scholarship/Research Grant  
guidelines*

---

## Recommendations:

### Department Chair:

☐ Highly Recommended  
☐ Recommended with Reservations  
Comments:

☐ Recommended  
☐ Not Recommended

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

### School Dean:

☐ Highly Recommended  
☐ Recommended with Reservations  
Comments:

☐ Recommended  
☐ Not Recommended

\_\_\_\_\_  
School Dean

\_\_\_\_\_  
Date

### Faculty Development and Personnel Committee:

☐ Highly Recommended  
☐ Recommended with Reservations  
Comments:

☐ Recommended  
☐ Not Recommended

\_\_\_\_\_  
Chair, Faculty Development and Personnel  
Committee

\_\_\_\_\_  
Date

### Provost/Vice President for Academic Affairs:

☐ Approved for \$ \_\_\_\_\_  
☐ Not Approved

\_\_\_\_\_  
Provost/Vice President for Academic Affairs

\_\_\_\_\_  
Date

**Revised August 2023**