**COH Teaching & Outreach Grants**

**— 2017-2018 Application—**

**Project Information**

Applicant Name(s):

Department(s)/Program(s):

Campus Address:

Office Phone:

Alternative Phone:

Email:

Project Title:

**Project Abstract (maximum 50 words)**

**Required Application Materials**

1. This completed application;
2. Project Description (maximum 750 words)
3. Budget Justification (maximum 250). This should explain the necessity of each item on the proposed budget, list any other potential sources of funding, and indicate the status of any pending applications to those sources.
4. A detailed and realistic line-item budget (maximum 1 page). Please see details on next page.
5. The applicant’s CV that highlights efforts applicable to the proposed.
6. An Endorsement Letter signed and dated by the applicant’s Head/Director.

**Application Deadline: 4:30 P.M. on December 1st, 2017.**

Please submit all application materials in a single email to Erin Robbins ([erinrobbins@email.arizona.edu](mailto:erinrobbins@email.arizona.edu)).

**Budget**

It is important that you work with your unit’s budget manager to develop proposal’s budget. The budget should list all relevant categories for expenses and income, such as:

* Personnel: Provide justification for wages, and include ERE for all eligible personnel. UA procedures for inviting and funding international visitors must be followed, including appropriate visa requirements established by the [UA Financial Services Office.](http://www.fso.arizona.edu/fso/deptman/9/916nonre.html)
* Honoraria for guest speaker/consultant fees: Provide details on fees and identify groups to be impacted (e.g. student groups, classes, community audiences, etc.). If the guest is part of a staff or faculty exchange agreement, provide names and dates for all involved in the exchange.
* Travel and Housing: Expenses must meet criteria posted by the UA Financial Services Office, including rates determined by that office's Meal and Lodging Cost Index.
* Equipment: Specify items and amounts. Items purchased may be used exclusively by applicant but remain the property of the University of Arizona.
* Supplies and materials: Specify items and amounts.
* Other: Costs not covered in other budget categories. Specify expenses and provide justification.
* Other sources of funding and earned income: Sources may include, but not be limited to, other units at The University of Arizona, other institutions, local or national grants, in-kind support, funding from individuals, etc.

Ineligible Expenses include:

* Conventional equipment such as computers and printers;
* Proposals for events/projects that have already been completed or lack sufficient lead time.