

FCARG PROPOSAL CHECKLIST

Please utilize the following checklist to ensure that all critical parts of the application have been included in the following order and within the basic guidelines:

1. Cover Sheet - all items completed
2. Narrative
 - a. Text is double-spaced, in Times New Roman 12-pt font, with 1” margins.
 - b. The narrative is no longer than 1200 words (for joint proposals, up to 240 additional words in one additional page are permitted per additional participating faculty member).
 - c. The narrative includes the following sections: Significance, Work Plan, and Outcomes.
 - d. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes).
3. Curriculum vita(e)

Vita is no more than 2 pages per applicant
4. Appendices (optional, please label Appendix A, B, etc. as needed)

All optional appendices should follow the vita(e)
5. Submission of proposal

Applications shall be submitted online to the Office of Faculty Development by the specified deadline at facultydevel@southernct.edu.