***FCAR TEMPLATES (delete italicized text)***

**Project Narrative
*(3-page limit)***

*Please complete all six sections and use the headings designated below. You may include no more than one page of references on a separate page, which does not count in the three-page limit for the narrative. The document should be single-spaced text, 11-point font or larger, 1” margins.*

**Significance and Contribution**

* *Provide an overview of the project, explaining the basic ideas, problems, or questions examined.*
* *Describe the significance of the proposed project, including its value to scholars in your field.*

**Concepts and Methods**

* *Explain how your proposed research will help you resolve the problems or questions you are examining.*
* *If applicable, provide the theoretical framework underpinning your project.*
* *Describe and discuss your method(s) and sources.*

**Work Plan**

* *Describe the current state of the project and the stage of it that will be supported by the award.*
* *Provide a work plan describing what will be accomplished during the project period.*
* *Describe how FCAR funding will be used to complete the work plan. Be specific.*
* *This section is rated along with your budget to ensure your project plan is feasible and supported by a sound, well-justified budget.*

**Competencies, Skills, and Access**

* *Explain your competence or background in the area of your project.*
* *Describe how their project fits within the career arc and how it meets the requirements of their disciplinary efforts for promotion and tenure.*
* *Describe where the proposed project will be conducted and what research materials will be used.*
* *This section is rated along with your curriculum vitae to ensure you have the skills and abilities to successfully complete the project.*

**Final Product(s) and Dissemination**

* *Describe the intended results of the project.*
* *Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience.*

**Curriculum Vitae**

*(5-page limit)*

*Please include a curriculum vitae or biosketch up to 5 pages that contains information most appropriate for the review of the research project you are proposing. The following format is recommended, but not mandatory.*

**Name & Title**

**Education**

**Current and Past Positions**

**Awards & Honors**

**Publications and Presentations**

**Other Relevant Activities and Accomplishments**

**Current and Pending Support**

*Include current and pending support for the PI and Co-PI(s) from internal and external sources, if any.* *This should include the source of support, the amount of funding, if it is current or pending, and any overlap with the proposed project.*

*Provide information, including dollar amounts, on* ***all*** *internal funding (Fund 11) currently held by the PI and Co-PI(s) including (but not limited to) startup, research bourses, research subsidies, travel awards, mini-grants, and indirect cost returns. These internal funds may come from schools, colleges, departments, centers, institutes, or other campus entities. Existing internal funds should be utilized or committed to the maximum extent possible before applying to FCAR. If internal funds are committed to other projects, applicants should provide such an explanation in the current and pending support document. Faculty with significant existing internal funding should not apply to this program. If there is no funding available, write NONE and submit the document.*

*Applications that do not comply with this requirement will be returned without review.*

*The following format is recommended, but not mandatory.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Support** | **Amount of Funding ($)** | **Current or Pending** | **Overlap with this project and/or explanation of why funds cannot be used to fund proposed FCAR project** |
| *Ex. College research bourse* | *$3,000* | *Current* | *All funds are committed for travel to conference in July 2025* |
| *Ex. National Endowment for the Humanities Summer Stipend* | *$8,000* | *Pending* | *The proposed NEH project is on a separate topic of research and does not overlap with the proposed FCAR project.* |