

EXHIBITA
FORMAT FOR ORCA GRANT PROPOSAL

PART 1: Title Page (*fit all of Part 1 onto a single page*)

1. Title of proposal (centered, top of page, bold 12pt font)
2. Proposer's name, rank, department, and e-mail (centered, one space below title, separate line for each item, 12pt font)
3. Brief Description of Proposal (less than 300 words, single spaced): Provide a brief description of the proposed work and explain how the proposed work will satisfy the ORCA criteria described in Section 3.3.1 of the policy:
 - a) Support the objectives of the department and/or the goals and objectives of the University;
 - b) Contribute to knowledge in the discipline;
 - c) Have the potential to result in patents or licenses for commercial products; and/or
 - d) Have the potential to attract additional funding from external funding sources
4. Itemization of funding requested (see Part 4)
 - a) Amount requested for course instruction replacement cost
 - b) Amount requested for equipment
 - c) Amount requested for supplies and expendable materials
 - e) Amount requested for travel
 - f) Amount requested for other project support
 - g) Total of all ORCA funding requested
5. Provide a brief statement concerning efforts to obtain additional funding other sources to help fund the proposed project and a list (including sources and amounts) of all funding the proposer has received for this project in the past.
6. Provide a list and/or description of all products (publications, exhibitions, performances, etc.) that have resulted from the proposer's past ORCA funding.
7. Include completed copy of Exhibit B ORCA Program Compliance Form.

PART 2: Project Description (limit: 3 pages)

Please include the following:

- 1) *Description of Project*: As applicable, describe the relationship of the proposed project to the current state of knowledge or previous work done in the field.
- 2) *Methodology*: Describe the methodology that will be used for the project and, as applicable, the sample sizes to be tested, the statistical methods for analysis, and/or the processes by which the exhibit or performance will be prepared. Include brief descriptions of equipment and materials needed to support the project.
- 3) *Citations or Bibliography*: On a separate page, provide a list of the references that were cited in the "Description of Project" and/or "Methodology" sections above
- 4) *Plan of Work*: Provide a timetable for the completion of the work and a justification for any proposed reassigned time and/or travel essential to the project. Describe the intended use of the results of the proposed project, including a projected outlet for the publication, grant proposal, exhibition, or performance resulting from the proposed project.
- 5) *Qualifications*: Briefly state the proposer's qualifications to conduct this project.

PART 3: Budget (limit: 2 pages)

Prepare a proposed budget for the project that includes brief justifications and total request amounts for each category below:

- 1) *Course Reassigned Time* (cost for replacement faculty)
- 2) *Equipment* (items with useful life of more than one year and a unit acquisition cost of \$250.00 or more)
- 3) *Materials and Supplies* (itemize)
- 4) *Travel Expenses* (itemize and use state accounts allowable expense rates)
- 5) *Other Expenses* (itemize)
- 6) *Total ORCA Request*: (provide a total of all expenses listed in 1 -5 above)

PART 4: Appendices (limit 10 pages – one hard copy only)

- 1) *Current Vita* (abbreviated, if necessary, to maintain IO-page limit of appendices)
- 2) *Other Documentation* (to support of information described in Part 2 or Part 3)