**Muslim Studies Endowment**

**Instructional Development Grant Application**

Please complete the cover sheet and budget form by entering information into the data boxes and attaching additional documents as required by the guidelines for a MSE instructional development grant.

Once the application is complete, including all of the required signatures, please scan the entire application package into one PDF file and send an electronic version to [muslimstudies@butler.edu](mailto:muslimstudies@butler.edu). Hard copies of applications will not be accepted. Proposals submitted that do not comply with current MSE instructional development grant guidelines will be returned without review.

**Applications for instructional development grants are due by 5 p.m. the first Friday of February.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | E-Mail: | | | Phone: | |
| College: | Department: | | | | |
| Number of Years at Butler: | Not tenure-track: | | Tenure-track: | | Tenured: |
| Total dollar request ($1,000 maximum): $ | | | | | |
| Title of course to be developed and expected semester for first offering: | | | | | |
| Existing Course:  New Course: | | If this is a new course, has the course already been approved? Yes  No | | | |

**SIGNATURES**

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Program Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MSE** **Instructional Development Grant Application**

**Budget Form**

**Grant request (total from all categories cannot exceed $1,000.)**

Faculty stipend $

Materials and supplies $

Equipment $

Travel ($.58 per mile if driving) $

Other (please specify, see next section) $

**Total grant request $**

In the space provided, please explain any “other” costs.

**CHECKLIST**

Cover sheet (including signatures)

An explanation of how the course or course revisions pertain to the mission of the Muslim Studies Endowment (one page or less).

Budget form

Program statement

Appendix (optional)

If successful, my application may be shared as an example for other applicants: Yes  No