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)