

COLLABORATORY

AT COLUMBIA UNIVERSITY

THE COLLABORATORY@COLUMBIA | COLLABORATORY FELLOWS FUND | REQUEST FOR PROPOSALS

APPLICATION COVER PAGE

Project Course Title:	
Contact Information (Principal Investigators/Instructors)	
Full Name:	
Title:	
School(s):	
Dept./Division/Center/Institute:	
Email:	
Phone:	
<hr/>	
Full Name:	
Title:	
School(s):	
Dept./Division/Center/Institute:	
Email:	
Phone:	
(If additional contacts are needed, please check here, _____, and provide supplemental listing before CV's.)	
<hr/>	
Executive Summary 300 words or less	
Funding Amount Requested: _____ Maximum Request: \$150,000.00	
Proposal Check-List	
<input type="checkbox"/> Application Cover Page	Letters of Support
<input type="checkbox"/> Executive Summary	<input type="checkbox"/> Deans <i>(Required)</i>
<input type="checkbox"/> Budget, Narrative & Justification	<input type="checkbox"/> Department Chair(s) <i>(As appropriate)</i>
<input type="checkbox"/> Proposal	<input type="checkbox"/> Bio Sketches for Each Instructor
<i>Please email the required documents in this order, in a single file, to collaboratory@columbia.edu by the stated deadline.</i>	

BUDGET REQUEST

Project Course Title:	
BUDGET	
<i>Please provide a summary budget of the proposed project. Add lines or categories as necessary.</i>	
Personnel, including salary and fringe	\$
Supplies & Materials	\$
Meetings & Travel (airfare, hotel, etc.)	\$
Other costs (please specify)	\$
	\$
	\$
	\$
	\$
Total Cost	\$

*NOTE: You're welcome to use your own template in excel, however, please ensure to include relevant budget categories.

Budget Narrative & Justification:

*Please provide a short description and justification of how funds received from the **Collaboratory Fellows Program** will be used. It is required that all funds be expended within a 3-year period. Proposed instructional offerings must be introduced into the Columbia University Curriculum within 2 years of obtaining funding.*