



# SMU®

*Office of the Provost*

January 19, 2015

Dear Faculty and Staff:

The President's Partners Program was inaugurated by President Turner to support teaching and research as well as the University's staff that make teaching and research possible. Each spring, the faculty and staff are invited to apply for a President's Partners Program grant. This year the maximum amount per grant will be \$5,000.

President's Partners Program grants are for equipment that enhances the work of faculty and staff in furthering our commitment to the SMU experience. This includes materials related to teaching and research or administrative and support supplies. Applications should be submitted to the Provost's Office no later than March 27, 2015. Each application will be reviewed by a committee comprised of faculty and staff. The committee's recommendations will then be forwarded to this office. I will, in turn, consult with President Turner who will make the final decisions. Our intent is to announce the awards by April 30, 2015.

Attached are the application instructions and a cover sheet template to be submitted with the application. I very much hope that you will take advantage of the opportunity that the President's Partners Program gives us to promote our University's mission.

Should you have any questions or comments, please contact Judy King at [jaking@smu.edu](mailto:jaking@smu.edu).

Sincerely,

Linda Eads  
Associate Provost

PRESIDENT'S PARTNERS GRANT  
APPLICATION INSTRUCTIONS  
2014-2015

1. Applications should be submitted in a single PDF file by email to [jaking@smu.edu](mailto:jaking@smu.edu), no later than March 27, 2015. If you require assistance combining your documents into a single PDF, please contact the Help Desk (8-HELP).
2. Applications should include the following:
  - a. Cover Sheet (enclosed)
  - b. Narrative (no more than four double-spaced pages), indicating:
    - (1) the equipment (academic, research, support or administrative) or materials requested by the applicant;
    - (2) how the equipment will be used;
    - (3) how the grant will affect the University's strategic initiatives;
    - (4) an itemized list of the projected costs of the requested equipment or material (not to exceed \$5,000).
3. Each application will be judged on intrinsic merit and on its potential contribution to the University's strategic initiatives.
4. By the end of the fall semester 2015, recipients of grants will be expected to submit a brief report to the Office of the Provost (no more than two double-spaced pages) evaluating the effectiveness of the application of their grant.

PRESIDENT'S PARTNERS GRANT  
COVER SHEET  
2014-2015

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Funds will be spent no later than: \_\_\_\_\_

Requested Equipment or Materials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Abstract:

Signature of Applicant: \_\_\_\_\_

Signature of Department Chair/Supervisor: \_\_\_\_\_

Signature of Dean/Director: \_\_\_\_\_