COPAA Visiting Fellows Program

Application Form

Name of Department:

Name of person submitting application:

 Address:

 Phone number:

 Email:

Please enclose a project narrative (3 pages maximum) addressing the following key areas:

1. **Scope of the project**

Describe the project, the participants in the project, project location, and intended activities.

1. **Project justification**

Describe how the project will build on, enhance, or supplement existing foci in the department as well as how it will contribute to the overall mission of the department.

1. **Budget**

Describe how the award money (up to $2000) will be spent and provide information on matching funds, if any. Provide an itemized budget.

1. **Timeline**

 **Narrative may be typed here or scanned and sent with the application as a single .pdf.**

**Scope of Project:**

Be clear and provide a detailed description of the project, including participants, location, and activities.

**Justification of Project:**

Discuss how the project builds on, enhances, or supplements existing foci and the overall mission of the department.

**Budget:**

Include a budget for how award money will be spent. Also include information on matching funds, if any.

Amount requested (up to $2000):

Matching fund:

Budget itemization:

**Timeline of Project:**

**Signatures:**

Department Chair/Head

**Application Submission:**

1. Application Form with narrative
2. Visitor’s Confirmation of Interest Letter

 Optional form letter available at www.copaainfo.org

1. Visitor’s CV

**Submit to Michael Duke, Lead Co-Chair**

**email: michaelrduke@yahoo.com**

**\*\*All application material is due May 31st \*\***