

# SAMPLE PROPOSAL 1

**CHENG & TSUI**

## **Professional Development Grant**

1. Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

2. Affiliation name and address:

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3. E-mail: \_\_\_\_\_

4. Phone numbers- Home: \_\_\_\_\_ Cell: \_\_\_\_\_

5. Home address: \_\_\_\_\_

6. Your students' level:

- K-12  
 Community College  
 College and Universities  
 Others (Please explain) \_\_\_\_\_

7. Proposal:

Describe your proposal in about 250 words. Include information on what you want to do, why it is beneficial to you and the field of teaching Japanese. Also describe the expected outcome of your proposed project.

I would like to attend the 2012 ACTFL annual convention in Philadelphia. My colleague and I will be offering AP classes in Japanese from 2013. Because I am new to AP exams and AP classes, it is important for me to communicate with other teachers who have experience in teaching AP classes and exchange ideas by networking. I think the sessions at the ACTFL convention will give me a chance to achieve this goal. I would like to attend as many sessions on Japanese language teaching and learning as possible, especially those on the topic of AP. I am also very interested in attending sessions about AP in other languages to increase my overall understanding of the program and its influence on teaching World Languages and Cultures.

As the expected outcome, I can say that I will become better informed about the current AP situation. I plan to incorporate what I have learned into my current classes (i.e., pre-AP levels) immediately so that my level 3 students will be better prepared for the AP class next fall. (177 words)

## 8. Budget

Please provide an estimated budget for your proposed project; include the total cost as well as the amount you are requesting. If you are proposing attending a workshop, seminar, conference, etc., include the name, place, and date. If you are driving, include mileage. This applies to any other trip you might want to take.

I will attend the 2012 ACTFL Conference in Philadelphia and attend many sessions related to AP classes.

Estimated Total cost: \$1,140

Registration	\$195
Airfare from Indianapolis	\$420
Ground transportation in PHL and IND	\$125
Lodging (three nights)	\$400

My institution will cover the transportation (\$545 only); therefore, I will be responsible for the remaining \$595 and food. Your \$500 grant will reduce the amount I will have to personally cover.

(4-21-2014)