

# COMPLETING THE ONLINE APPLICATION FOR FACULTY DEVELOPMENT GRANTS AND HUNT/FARRIS FACULTY DEVELOPMENT GRANTS

## - Go “Green” with the IDC and Online Applications -

It is the responsibility of the applicant to prepare an application that enables the committee to evaluate the quality of the proposal and make an informed decision about the project. Please check the guidelines for the specific information needed in each section.

**The following technical guidelines should be used in preparing applications.**

**Adobe Acrobat Reader 8.0 or above is required to complete the online application. Click on this link to download the latest version of [Acrobat Reader](#). Earlier versions of Acrobat Reader do not allow you to save or digitally sign the document.**

**A digital signature (Applicant, Chairperson, and Dean) is required for each portion of the application.**

**Method 1:** Click in the appropriate digital signature box. *If you have already created a digital signature*, it will appear at this time. Click “Sign”.

**Method 2:** Click in the appropriate digital signature box. *If you have not created a digital signature*, follow the instructions in the pop up box to create the digital signature and sign your document. If you need additional help, click on this [digital signature link](#) to load a short tutorial.

**Applicant:** Please fill out your portion of the application, digitally sign, and save your document. Email the application as an attachment to your Chairperson.

**Department Chairperson:** Please fill out your recommendations, digitally sign, and save the application. Email the application as an attachment to your Dean.

**Dean:** Please fill out your recommendations, digitally sign, and save the application. Email the completed application as an attachment to the IDC ([idc@uca.edu](mailto:idc@uca.edu)) and the applicant.