**ACLS HBCU Faculty Fellowship and Grant Program - Workplan Guidelines**

The purpose of the workplan is to provide reviewers with a concrete sense of what you will accomplish during the fellowship and grant term. In one page (any format – text, chart, etc.), please outline the proposed activities you will undertake during the award term, including any information or preparatory work you believe is relevant to understanding the steps you will take during the fellowship or grant term to advance your project.

Suggestions:

* Indicate the months of work the award will fund and whether this will be full- or part-time work, or a combination of the two. *If applicable*, note any course releases or research leaves you will use to advance the project, and when they will be taken.
* Note the kinds of project activities that will be undertaken (research travel, archival or ethnographic research, writing, community workshops etc.) and layout their sequencing within the award tenure.
* For collaborative projects, clearly explain how the collaborators fit into the project sequence and when you plan to work with them.
* If you will not complete all aspects of the project during the fellowship or grant period – our awards may fund the beginning, middle, or end of a project – make clear the part/stage of the project that the award will support and what specific parts will be advanced by the end of the award term.