

GRANT PROPOSAL REQUIRED DOCUMENTATION

Documentation Checklist

- Resumes/CVs for Research Team
- Narrative Biography for each member of Research Team (no more than 1 page in length)
- Research Proposal and associated Appendices
- Research Budget
- IRB Approval Letter/Consent Forms (if applicable)
- Letter to document successful Dissertation/Capstone proposal defense (doctoral students only)

Required Documentation

1. Research Team Resumes, CVs, and Narrative Biography
2. Human Subjects/IRB Approval Letter, as applicable (or anticipated approval date)
3. Research Proposal Narrative
4. Organization of Research Proposal (10 pages maximum)
 - a. Introduce the problem/problem statement
 - b. Statement of research purpose/hypothesis(es) or research question(s)
 - c. Further background (as needed)/significance
 - d. Theoretical/conceptual framework (brief)
 - e. Literature review
 - f. Methods
 - i. Study Design
 - ii. Setting and Sample
 - iii. Study Variables (including Reliability and Validity of Instruments Used)
 - iv. Data Collection Plan/Study Procedures
 - v. Data Analysis(es)
 - g. Implications for Practice
 - h. Dissemination Plans
 - i. Research Timeline Table*
 - j. References*
 - k. Appendices*
5. Proposed Budget
 - a. Include direct costs or expenses essential to the conduct of the proposed
 - b. Up to 10% of the total budget can be charged as Facilities & Administrative/indirect costs**
6. Additional Documentation
 - a. Letter of Agreement
 - b. Usage permission if applicable
 - c. Applicant's Resume, Curriculum Vitae, and Biographical Sketch (one page with highlighted funded or unfunded studies)

**Not included in page count maximum*

***Facilities and administrative costs are not covered for doctoral student grants*

RESEARCH PROPOSAL SUBMISSION PARAMETERS

Formatting

- 10 pages maximum*
- Times New Roman font, 12 pt. type size
- Single spacing
- One-inch margins
- No information should appear in margins
- Use American Psychological Association (APA) format

Organization

- Introduction of Problem/Problem Statement
- Research Purpose/Hypothesis or Research Question
- Further Background/Significance (as needed)
- Theoretical/Conceptual Framework
- Literature Review

Methodology

- Study Design
- Setting and Sample
- Study Variables (including Reliability and Validity of Instruments Used)
- Data Collection Plan / Study Procedures
- Data Analysis(es)
- Documentation of usage permission is required if you will administer or use surveys, questionnaires, tests, measures, instruments, or other tools created by other people to obtain/collect the study data

Implications for Practice

- Describe potential impact of study results

Dissemination Plans

- Provide information about how the results will be shared

Research Timeline

- Provide your projected timeline to complete the research study
- Research must be completed within one year of funding
- *Research Timeline is not included in the 10-page count maximum

References

- Use APA format for all references
- *References are not included in the 10-page count maximum

Appendices

- Provide separate appendices as needed for Surveys, Questionnaires, Tests, Measures, Instruments, or other tools to obtain/collect data
- *Appendices are not included in the 10-page count maximum

RESEARCH PROPOSAL BUDGET PARAMETERS

Budget Parameters

- Expenses essential to the conduct of the proposed research will be considered
- Grant funding may not be applied toward principal investigator salaries; however, funds may be applied to offset co-investigators' salaries.
- Facilities & Administrative (F&A) Indirect Costs
 - Up to 10% of the total proposed budget may be charged to F&A expenses
 - Tuition, computers, textbooks, editor and bindery costs will not be funded
 - Justification for F&A expenses must be documented in the proposed budget
 - F&A expenses are not covered for Doctoral Student grants
- You will be contacted if further clarification or documentation is needed

Your proposed budget should be drafted in the following format.

BUDGET ITEM	DESCRIPTION	COST	JUSTIFICATION
Co-Investigator or Research Assistant Salary	Hourly Rate x Number of Hours (to complete the work).	Total expense to complete the work	Co-Investigator will lead statistical analyses, direct analysts, organize focus group data, and support dissemination
Supplies	Paper and copying	\$250	Survey distribution
Statistician	10 hrs. @ \$50/hr. Professional services to analyze data and prepare final report	\$500	Professional statistical help required to ensure integrity of findings