

**General Proposal
Guidelines**

The format below is required for the preparation of proposals.

Proposal Sections IV-VI should be created using a word processing program and uploaded in its PDF form to the CSCE MyApps site for review.

All pages of the application must be consecutively numbered, beginning with the cover sheet. Each major section of the proposal, identified by roman numerals, should begin a separate sheet but continue the page numbering from before. It is the responsibility of the Principal Investigator/Project Director (PI/PD) to make sure that there are no missing pages in the original document.

The type must be clear, readily legible, and of standard size (12 or larger) and font (e.g., Times Roman, Courier, etc.). Margins must be one inch on all sides. The proposal must be double-spaced.

If the proposal discloses information that is, or may be, subject to a University Invention Disclosure or otherwise contains proprietary or confidential information, it should be so noted on the cover page of the proposal. Each subsequent page with proprietary and confidential information should be marked –confidential.

Proposal Format

Section I - Introductory Information: Log into the CSCE My Apps (www.gvsu.edu/csce/grants), select the desired grant application, and answer all questions pertaining to your project. All research must be conducted in compliance with all applicable federal and University policies and regulations. If the proposed project will involve human subjects, vertebrate animals, or hazardous materials, approval must be obtained by the appropriate University committee. Funds will not be released until notice of such approval is received by the CSCE.

Section II – Project Overview

a. Project Summary: Provide a brief summary of the project, including its significance and impact. This summary should be suitable for publication, if grant is funded. Limit 250 words. This section is part of the on-line section of the application. The system allows you to cut and paste from a word processing document.

b. Collaborative Approach: Please demonstrate how the collaborative effort will help solve the question/problem under investigation in a way that individual effort is less likely to do so. Indicate the roles and responsibilities of each team member.

Limit 500 words. This section is part of the on-line section of the application. The system allows you to cut and paste from a word processing document.

Section III - Itemized Budget and Budget Justification: The committee is interested in the true cost of the proposal. If you are hiring student assistants or other personnel, please make sure that you detail their roles and expertise for the work being proposed. A total of up to \$5,000 may be requested in salary for the PI(s). Note that this is not per individual PI: salaries for multiple individuals may be requested, but the total cannot exceed \$5,000. The salary requested should be proportionate to the amount of effort expended by the faculty member and should be indicated in terms of time period and equivalent corresponding percent of effort. If you have support from other sources, please identify these sources in the budget narrative. This section is part of the on-line section of the application. The system allows you to cut and paste from a word processing document.

Section IV - Project Description: The main body of the proposal should be a clear statement of the work to be undertaken. **Please limit your project description to six (6) double-spaced pages.** It should be organized and labeled into the following sections:

- **Objective(s)** - state clearly the research problem/question/concept that will be addressed during the period of the proposed project.
- **Background and context** – describe the relation of the proposed project to the present state of knowledge in the field. Include, as appropriate, a review of pertinent literature or ideas on the subject. This section should make it clear why the proposed project needs to be undertaken to fill a gap in knowledge.
- **Methods/procedures/materials** – Describe in clear and understandable terms the plan of work, as it will be undertaken to achieve the stated objectives. This statement should include (as appropriate):
 - 1.) concepts to be explored or hypotheses to be tested;
 - 2.) project development or procedures for data-gathering, including sample design and size; descriptions of the type and suitability of statistical analyses;
 - 3.) clear statements of the activities of all personnel (PI and students, if funding is requested for student support);

- 4.) descriptions/identifications of essential equipment, commodities, software, etc., and its availability; if such items need to be purchased, provide pertinent data in the budget justification;
- 5.) necessary visual materials, such as charts, maps, photographs, slides.

NOTE: One of the most common reasons proposals are rejected is because the PI did not explain exactly what s/he is going to do. Concentrate your efforts on this section.

- **Timeline** – an outline, month by month, of the activities to be carried out during the months of funding for the proposed project.
- **Outcome** – What is the anticipated “final product” of the proposed project?
- **Collaborations** – If this project is being carried out in cooperation with agencies or educational institutions outside GVSU, please state the nature and extent of the cooperation.

Section V- Future Plans: The purpose of the CSCE funding is to assist the investigators in establishing a long-term scholarly agenda at Grand Valley State University. Please describe how this project fits into your long term (3 year) goals in scholarship or creative activity. (2 page limit – double spaced)

This could (but does not have to) include a description of:

- your previous scholarly and/or creative efforts and the impact of the proposal on your future direction—how support of this proposal aids a new research direction or deepens your previous research efforts.
- how the scholarly or creative product from this proposal could be used to assist in seeking support for future projects, including potential extramural funding sources (private or public).
- how you will use future opportunities such as a sabbatical etc., to further this direction of work.

Section VI - Reference Cited: Beginning on a separate page, list all sources of information, published or unpublished (e.g., manuscripts, websites, and personal communications), cited in the text.



Support Letter(s)

Letters of support should be written by all relevant department chairs. It is the responsibility of the PI that all letters be uploaded in the supporting document section of your application. A “Letter of Support Template” is available on our website.