RU Science Diplomacy & Health Short Course

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PROPOSAL COVER SHEET

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Project Information

Principal Investigator

Name, title, address, phone, email

Grantee Organization:	Name of applying institution
Amount Requested:	Amount in US dollars
Requested Start Date:	Start date on first day of month
Requested End Date:	End date on last day of month

Project Goal

Briefly describe what the project would accomplish with funding support.

Objectives

Briefly describe the specific strategies, approaches or research questions that have been chosen to achieve this goal.

Proposed Activities

Briefly list the major activities that would be undertaken to support these objectives (e.g., conduct empirical research, hold training workshops, create a network, write papers or a book, etc.)

Expected Products

List expected tangible results of support (e.g. published papers, database, trained people, software, etc.)

Expected Outcomes

Briefly describe results and impacts if the project is successful (e.g., new knowledge, new or strengthened institutions, improved policymaking, enhanced public understanding, etc.)

Grant Application Guidelines

Grant proposals should be submitted by email, as a single (1) pdf file.
Grant proposals should contain the following elements:
A. Cover Sheet (1 page)
B. Proposal (not to exceed 5 pages)
C. Budget (1 page)
D. Curriculum vita(e) (not to exceed 1 page per PI)

A. COVER SHEET
All grant proposals must be accompanied by a completed Proposal Cover Sheet Form. See separate form.

B. PROPOSAL
Formatting
The proposal should be

· **Double spaced**

· up to 5 pages long

· 12 pt. font

· 1" margins.

Content
The content of the grant proposal should be divided into sections that answer the following questions.
1. **What is the question or challenge and why is it important?** The proposal should start with a brief discussion of the questions or challenges that the proposer expects to address, with regard to both science and diplomacy. It should go on to discuss why the question matters (e.g. fill gaps in the literature/knowledge/data, nations are in conflict etc.) and how they are related to the goals of the funder.

2. **What is the state of research/effort on this question?** The proposal should contain a summary of the existing literature or activity on the questions/challenges being addressed. This summary should include citations to the most important papers in the literature or projects.

3. **Why is the proposer qualified to address the question/challenge for which funds are sought?** The proposer's education, teaching, previous research accomplishments, experience in international relations, etc., related to the proposed research should be discussed briefly.

4. **What is the method or approach?** The proposal should contain a discussion of the theoretical framework, data sources, sampling methods, and empirical analyses or other activities and methods (theory or model of social change) that bear on the project.

5. **What will be the outputs from the research project?** The proposal should include a discussion of creation of data sets, anticipated papers, conferences, briefings, training of students and postdocs, new relationships, etc., that the research or project is expected to yield.

6. **What is the justification for the amount of money requested?** The proposer should

justify the budget request and why it is consistent with the associated output that the funds will support.

7. **What other sources of research or project support does the proposer have in hand or applied for to support the research or other effort?** If funds are being provided or requested from other sources, the proposal should list those sources, amounts and the current status of funding from each. This narrative information can be integrated into the previous question, with detail provided in the budget.

C. BUDGET
Formatting

· The budget should be presented in tabular form in the sample budget format. As the fund

requests would likely be small, we discourage subcontracts or pass-throughs.

· Matching financial contributions (either secured or anticipated) must be identified and an

overall financial plan for the whole effort should be included if the project involves more than the funds immediately sought.

D. CURRICULUM VITA(E)

· Proposers should provide CVs or bios of key project staff that will implement and

supervise activities.

· CVs should include education, employment history, a list of the proposer's most

important previous publications, and honors. Full CVs are not required. No CV should exceed one page.

E. Letters of support

A list of key letters of support (not actual letters, but the organizations or individuals who would submit them) that would make success in the project more plausible or likely should be attached.

Sample Budget for a Proposal to the RU SC short course

Name of Organization: _____

Timeframe: _____

* Not all the entries below may apply to your organization. Leave those items blank that do not apply.

* For multi-year grant proposals, please add columns for each year.

Project Expenses	**Short Course Fund Request, yr 1**	**Other non-Cosmos Funds, if any**	**Total**
Salaries and wages:			
Name each principal who would receive funding and			-
nature of support (10% of time; summer salary, etc.)			-
			-
Administrative salaries and wages:			
List job titles and nature of support			-
			-
Student Support:			
Identify whether graduate or undergraduate and			-
nature of support			-
			-
Consultant/Contract services:			
Identify, and provide separate breakdown of			-
budget detail			-
			-
Employee fringe benefits:			-
Other Direct Costs:			
Travel (provide assumptions separately)			-
Supplies and materials			-
Printing, publications, copying			-
Postage, shipping			-
Computer support, telecommunications			-
Equipment (specify)			-
Other (specify):			
			-
Total Direct Expenses	$ -	$ -	$ -
Overhead/indirect (strong preference for 0%)			-
Total Expenses	$ -	$ -	$ -

Sample Budget for a Proposal to the RU SC short course

Name of Organization: _____

Timeframe: _____