

**General Proposal
Guidelines**

The format below is required for the preparation of proposals.

Proposal Sections requiring uploads 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), 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 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.

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. 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. You may include a letter of commitment from you collaborator as supplemental information.

Section V- Future Plans: Future Plans: The purpose of this funding is to assist Affiliate Faculty with scholarly and creative activities which contribute to their discipline and/or their role at Grand Valley State University. Please describe how this project fits into your long term goals at GVSU. (2 page limit – double spaced) This could (but does not have to) include a description of:

- impacting future work - how the outcomes of this project will enrich your teaching activities, clinical practice, or other areas of responsibility in your faculty role.
- advancing or developing your scholarly/creative agenda – how support of this proposal aids a new research direction or deepens your previous research efforts.
- enabling future opportunities – 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.

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.