

THE PROPOSAL

A proposal is comprised of **four** major sections – Cover Sheet, Detailed Budget, Narrative, and Appendix (Appendices). Proposals should closely follow this format in order to facilitate a fair and thorough review and evaluation.

- ❖ **Cover Sheet** – The cover sheet is provided with the proposal guidelines and should be submitted as the first page of the proposal. Note that proposals involving a request for released time require a plan on how the department or school will handle the released time. This statement must be approved by the Chairperson and Dean.
- ❖ **Detailed Budget** – The second page of the proposal should be the budget sheet (provided with the proposal application). Detail all anticipated expenses that are to be covered by funds from the Major Research Grant. Attach additional sheets if necessary to clearly explain the need for requested expenditures. **Appropriate ordering information for equipment and supplies to be purchased through the grant should be outlined.** Estimated costs for freight/delivery charges must be included in the budget. **If the grant is approved, coordination between the VPAA office and faculty to order equipment and supplies will occur no later than January 1. Additionally, it is expected faculty who apply and receive funding of research grants will remain employed with Washburn University through the grant funded academic year, otherwise the funds will be reallocated.**

Funding guidelines for extended stays (30 days or longer) include a maximum of \$100 per day for room and board plus the cost of travel to and from the site of the research. Any amount beyond the established guidelines requires further justification of the expenditure.

- ❖ **Narrative** – The narrative presents most of the important information in the proposal. It should be comprehensive, concise, and clear. Remember that the reviewers may not be familiar with your particular jargon, and that use of jargon may obscure rather than clarify your ideas. Any tables or figures which are necessary for the presentation of your proposal should be included as appendices, and research involving the use of human or animal research subjects must also show compliance with the federal, state and local laws governing research involving human and animal research subjects (see *Faculty Handbook*, Appendices IV and V, for additional information). This information may be included in the narrative or in an appendix. **Funding is contingent upon approval of the Institutional Review Board.**

While it is not possible to anticipate all specific proposals, it is the judgment of the Review Committee that there are several important features of all potential proposals that could be objectively assessed to help determine the relative merit of a proposal. Accordingly, the narrative should be written following the outline below. This outline has been specifically designed to be the basis of the evaluation process. Since the terms used to identify each part of the narrative will not have the same meaning for each person, a list of sample questions has been included to help clarify the requested information. This list of sample questions is **NOT** an exhaustive list. It should not be interpreted as a restriction of information supplied. These questions will be relevant for some proposals, but may not always be relevant, and should therefore be interpreted as suggestions, and not necessarily as requirements.

- a. **Description and Nature of the Research Project** – In what activities will you be engaged **and when**? Will other people participate? What is the rationale for the proposed research? Is there any relevant background information that would help the reviewers place the proposed project in perspective? How will the project be implemented? Where will the activities take place? How does the proposed project fit in with an existing body of knowledge? How will you comply with requirements for treatment of subjects? How will informed consent be secured?

Major Research Grant Supporting Documentation Guidelines

- b. **Goal/Purpose of the Research** – What hypotheses will be tested? What questions do you hope to answer? What predictions will be made? Are there anticipated results? What are the potential outcomes from the project?
- c. **Project Significance/Professional Contribution** – What is the potential professional significance of the proposed research? What is the anticipated contribution to your discipline? How will the project advance the body of knowledge in your discipline? How might the results of the project enhance the quality of life for humankind?
- d. **Methodology** – Describe in detail your methods and research design.
- e. **Implementation Schedule** – A schedule or timeline must be submitted to show when the research will start, what date equipment/supplies should be ordered by and an anticipated schedule of activities. When will the project be completed? Will your activities be contingent on the acquisition of equipment or materials?

Equipment/supplies must be ordered and implementation must begin no later than January 1 of the Academic Year the grant was awarded. If equipment and supplies are not ordered by January 1, allotted funds will be returned for reallocation to other grant requests. If there is a legitimate reason, based on the research, to order equipment/supplies after this date, please provide justification within the research proposal.
- f. **Evaluation Plan/ Publication Potential** – What criteria will be used to determine whether or not the goal of the project was achieved? What sort of statistical evaluation might be appropriate? Are there potential publication or presentation outlets for the results? Will you attempt to measure or ascertain the professional impact of this project?
- g. **IRB Approval (if applicable)** – Report the approval status (e.g., pending, approved, etc.)

PROPOSAL PREPARATION

The first two pages of the proposal should always be the **Cover Sheet** and the **Detailed Budget** (provided with the proposal information packet). The **Narrative** portion of the proposal should always conform to the preparation guidelines with respect to both the order and content of each section. Please avoid unnecessary jargon or technical language in drafting the narrative.

If you have received funds for this project from the Research Committee, or if you have applied for or received funds from another source, please indicate the amount and date received on the application form where indicated.

FINAL REPORT

Upon signing the application and agreeing to accept Research Grant funds, you are agreeing to submit a **FINAL PROJECT REPORT** to the Associate Vice President for Academic Affairs **NO LATER THAN THE LAST DAY OF THE FISCAL YEAR OF THE GRANT AWARD. FAILURE TO SUBMIT THE REQUIRED REPORT BY THE DEADLINE WILL NEGATIVELY IMPACT THE AWARDING OF FUTURE GRANT FUNDS.**