

## **OUTLINE FOR A TYPICAL PROPOSAL**

### **FACULTY RESEARCH ENHANCEMENT PROGRAM GRANTS**

Representing 9 different disciplines as they do, the members of the Research Enhancement Committee will better understand proposals that are written in everyday language. Professional jargon should be avoided as much as possible.

1. Cover Page (use attached pdf file)
2. Project summary, including a brief statement of objectives (1 page or less, double-spaced)
3. Narrative description of the proposed procedures (normally, not more than 5 double-spaced pages including literature citations, description of methodology or procedures, and future directions). Include a description of the component tasks of the project with a time allocation planned for each task. The amount of salary to be awarded will be commensurate with a clear description of the component tasks of the project to be performed during the time when the salary is paid.
4. Description of how your proposal meets the funding initiatives:
  - A. Promotion of scholarly activity/intellectual creativity.
  - B. Benefit to Texas or the region served by ASU.
  - C. Plans for publication or dissemination of research results.
  - D. Explanation of how this project satisfies the new line of research initiative.
  - E. Student involvement.
  - F. Outside funding. List name(s) of outside foundations or agencies to which a proposal for support of the research project has been or will be submitted, with a brief description of status of the application(s), nature of the proposal(s), and the amount being requested.
5. Budget (must CLEARLY identify the proposed expenditures under each category to support the research as discussed in the narrative description of the research procedures); the Excel spreadsheet formatted template must be used
  - A. Project Title/Principal Investigator
  - B. Dates to be covered by the budget

- C. Salary: (CONSULT WITH THE DIRECTOR OF HUMAN RESOURCES FOR EXACT FIGURES)
    - (1) Principal Investigator & Term of Employment
    - (2) Student Assistant(s) & Hours of employment/rate of pay
  - D. Travel – include only faculty travel in this category (no student travel)
    - (1) Destination(s)
    - (2) Number of trip(s)
  - E. Maintenance & Operations – Expendable supplies, computer services, postage, publication costs, etc. Items costing \$100 or more are to be listed separately.
  - F. Other Expenditures
- 6. Budget narrative. Provide a justification of each of the budget elements. No budget item, including salary, will be funded if a clear and complete justification is not given.
  - 7. Biographical sketch – 2 page limit. Biographical data of principal investigator, including previous investigations completed or in progress and publications of the principal investigator over the last five years.