

## GRANT PROPOSAL REQUIRED DOCUMENTATION

### Document Checklist

- Resumes/CVs for Research Team
- Narrative Biography for each member of Research Team (no more than 1 page in length)
- Research Proposal and associated Appendices
- Research Budget
- IRB Approval Letter/Consent Forms (if applicable)
- Letter to document successful Dissertation/Capstone proposal defense (doctoral students only)

### Required Documentation

1. Research Teams Resumes, CVs, and Narrative Biography
2. Human Subjects/IRB Approval Letter, as applicable (or anticipated approval date)
3. Research Proposal Narrative
4. Organization of Research Proposal (10 pages maximum)
  - a. Introduce the problem/problem statement
  - b. Statement of research purpose/hypothesis(es) or research question(s)
  - c. Further background (as needed)/significance
  - d. Theoretical/conceptual framework (brief)
  - e. Literature review
  - f. Methods
    - i. Study Design
    - ii. Setting and Sample
    - iii. Study Variables (including Reliability and Validity of Instruments Used)
    - iv. Data Collection Plan/Study Procedures
    - v. Data Analysis(es)
  - g. Implications for Practice
  - h. Dissemination Plans
  - i. Research Timeline Table\*
  - j. References\*
  - k. Appendices\*
5. Proposed Budget
  - a. Include direct costs or expenses essential to the conduct of the proposed
  - b. Up to 10% of the total budget can be charged as Facilities & Administrative/Indirect Costs\*\*
6. Additional Documentation
  - a. Letter of Agreement
  - b. Usage permission if applicable
  - c. Applicant's Resume, Curriculum Vitae, and Biographical Sketch (one page with highlighted funded or unfunded studies)

\*Not included in page count maximum

\*\*Facilities and administrative costs are not covered for doctoral student grants

## RESEARCH PROPOSAL SUBMISSION PARAMETERS

### Formatting

- 10 pages maximum\*
- Times New Roman font, 12pt.type size
- Single spacing
- One-inch margins
- No information should appear in margins except page numbers
- Use American Psychological Association (APA) format

### Organization

- Introduction of Problem/Problem Statement
- Research Purpose/Hypothesis or Research Question
- Further Background/Significance (as needed)
- Theoretical/Conceptual Framework
- Literature Review
- Letter of Support from the affiliated facilities where the research is being conducted

### Methodology

- Study Design
- Setting and Sample
- Study Variables (including Reliability and Validity of Instruments Uses)
- Data Collection Plan/Study Procedures
- Data Analysis(es)
- Documentation of usage permission is required if you will administer or use surveys, questionnaires, tests, measures, instruments, or other tools created by other people to obtain/collect the study data

### Implications for Practice

- Describe potential impact of study results

### Dissemination Plans

- Provide information about how the results will be shared

### Research Timeline

- Provide your projected timeline to complete the research study
- Research must be completed within one year of funding
- \*Research Timeline is not included in the 10-page count maximum

### References

- Use APA format for all references
- \*References are not included in the 10-page count maximum

### Appendices

- Provide separate appendices as needed for Surveys, Questionnaires, Tests, Measures, Instruments, or other tools to obtain/collect data
- \*Appendices are not included in the 10-page count maximum

## RESEARCH PROPOSAL BUDGET PARAMETERS

### Budget Parameters

- Expenses essential to the conduct of the proposed research will be considered
- Grant funding may not be applied toward principal investigator salaries; however, funds may be applied to offset co-investigators' salaries
- Facilities & Administrative (F&A) Indirect Costs
  - Up to 10% of the total proposed budget may be charged to F&A expenses
  - Tuition, computers, textbooks, editor and bindery costs will not be funded
  - Justification for F&A expenses must be documented in the proposed budget
  - F&A expenses are not covered for Doctoral Student grants
- You will be contacted if further clarification or documentation is needed

Your proposed budget should be drafted in the following format.

BUDGET ITEM	DESCRIPTION	COST	JUSTIFICATION
Co-Investigator or Research Assistant Salary	Hourly Rate x Number of Hours (to complete the work).	Total expense to complete the work	Co-Investigator will lead statistical analyses, direct analysts, organize focus group data, and support dissemination
Supplies	Paper and copying	\$250	Survey distribution
Statistician	10 hrs. @ \$50/hr. Professional services to analyze data and prepare final report	\$500	Professional statistical help required to ensure integrity of findings