**Proposal Formatting Guidelines**

A. Eight (8) pages maximum (excluding References and any Appendices).

B. Font size: must be 11 points or larger (smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when the page is viewed at 100%). Some PDF conversion software reduces font size; it is important to confirm that the final PDF document complies with the font requirements.

C. Line spacing: must be no more than six lines per vertical inch.

D. Text color: must be black; color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable.

E. Please use one of the following fonts: Arial or Times New Roman.

F. Provide at least one-inch margins (1*"*) - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

***Please delete this page before submitting proposal.***

**Arts & Humanities Program Enhancement Grant (AHPEG) – Proposal Text Form**

***Section instructions in blue text should be deleted.***

PI Name:

Proposal Title:

1. **Project / Issue and Goals:**

*Provide a summary of the research or creative activity proposed.*

1. **Research Methods / Creative Activities:**

*Write a description of the proposed project, including scientific or creative objectives, data or materials to be used, methods of analysis or performance of the project. The proposal should be clearly understandable; avoid jargon.*

1. **Significance of Intended Outcomes:**

*Describe the basis for the evaluation of results and/or conclusions and the importance or significance of the contribution of your project to the field.*

1. **Anticipated External Funding/Co-funding:**

*It is expected that this support of research or creative activity will lead to your submission of proposals to external grant agencies, institutions, or other funding sources for further support of your proposed research or performance area. Describe how you plan to pursue additional external funding support. Provide information regarding the anticipated outside funding sources to support any follow-up activity, including, whenever possible, specific programs, amount of money available in those programs, and other pertinent details. Address the question of how this award will enhance prospects of external funding and plans for submitting proposals to agencies, foundations, etc. For final presentations, publications, exhibitions, or performances, address how previous external funding for the project has been used and how external co-funding for the final presentation, publication, exhibition, or performance will supplement AHPEG-requested funds.*

1. **Schedule of Project Activities:**

*Provide a statement indicating the amount of progress anticipated during the grant period and the intended schedule for completion of the plan (including start and completion dates), publication, performance, etc*.

1. **Budget:**

*Provide a detailed and clear budget explanation. The information should mirror the items listed on your budget in the submission portal, but should be significantly more detailed. The description should be narrative in nature and should include quantifiable financial information. If you are including cost sharing/co-funding in your proposal, be sure to include the detailed budget description for that portion of the costs as well, and provide documentation (email of guarantee/support, award letter, etc.) in the Appendix. Refer to the Request for Proposals for details on unallowable expenses.*

1. **Departmental/College Support:**

*Describe any additional support the PI and Co-PI(s), if applicable, will receive from the department and/or college. This special or non-routine support may include, but is not limited to, release time from teaching load, graduate student costs, rehearsal or performance space, lab space, and/or technical assistance.*

1. **Professional Obligations:**

*List any professional obligations the PI has during the award period. If any of these obligations include active grants, please explain the relationship of the proposed funding to any other funding you will have for this period.*

1. **List of Letters of Financial Support:**

***If any letters or documents will attest to financial support, they must be included in the Appendix and listed here.*** *Documents certifying to the agreement between a PI (or Co-PI) and any entity pledging cash, in-kind support, research, or other activity on behalf of the proposal must be documented. Documentation may take any number of forms, including a FSU Cost Sharing Commitment Form, email correspondence, a contract, or a letter of support on letterhead of a commercial entity proffering in-kind services in lieu of cash.*

*Documentation is required in such examples as symposium sponsorship, cash contributions by an academic department, research assistance by academic or non-academic personnel, or professional services by non-FSU entities. In short, any person, department, business, or non-profit entity cited in the proposal as assisting the PI or Co-PI financially must complete the FSU Cost Sharing Commitment Form.*

*Please contact the CRC Program Manager for questions regarding financial support or cost-sharing documents.*

1. **Appendices & References:**

*Include appendices and references as needed up to 8 pages total. If more pages are needed, the CRC encourages the PI to create a website for reviewers to learn more about the project and to provide the link here.
Research compliance approval letters (Human Subjects, Animal Subjects) may be included in this section if they have already been obtained for this project.*