**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.***

**Multidisciplinary Support (MDS) – Proposal Text Form
*Section instructions in blue text should be deleted.***

PI Name:

Proposal Title:

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

*Describe the project or issue your proposal will address. Briefly describe the goals/objective of the project.*

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

*Identify the partners (departments, programs, and/or individuals) in the new multidisciplinary alliance. Describe the research methods/creative activities that the alliance members will undertake. The proposal should be clearly understandable by those not in your field, and jargon should be avoided.*

1. **Significance of Intended Outcomes:**

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

1. **Anticipated External Funding:**

*Describe how the initial joint efforts will result in a new and unique program of research or creativity that will lead to external funding. List anticipated outside funding sources to support follow-up activity, including specific grant programs, the goals of those programs, and the amount of funding available. List the approximate date(s) by which you intend to request external funding from one or more of the funding sources you identified.*

1. **Schedule of Project Activities:**

*Indicate the time period during which each of the major project activities will begin and end, including publication and/or performance plans. If appropriate, briefly describe the related research and/or creative activities that will take place before and after the grant period.*

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 travel is proposed, specific projected dates and locations should be included. 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), 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 and Co-PI(s) have 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. **References:**

*Include a references list, if applicable. References do not count as Proposal Text pages.*

1. **Appendices:**

*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.*