**Proposal Formatting Guidelines**

A. Five (5) 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.***

**First Year Assistant Professor (FYAP) – 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 the proposal will address. Briefly describe the goals/objective of the project.*

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

*Describe the research methods/creative activities that will be undertaken*, *including scientific or creative objectives, data or materials to be used, and methods of analysis or performance of the project. The proposal should be clearly understandable by those not in the PI’s field, and jargon should be avoided.* ***Please note that your proposal MAY be reviewed by some who are not at all familiar with your field of work.***

1. **Career Path and Broader Impacts:**

*Describe how this project relates to the development of the PI’s long-term research goals.*

1. **Anticipated External Funding:**

*Describe how the proposed research or creative activity will enhance the prospects for future 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.*

*NOTE: As compared to several of the other CRC grant programs, there will be less emphasis in the FYAP proposal review on the eventual acquisition of external funding. However, this does not totally remove the need for external funding consideration.*

1. **Schedule of Project Activities:**   
   *Provide a statement indicating the amount of progress anticipated during the grant period and the intended schedule for the execution of the plan, including start and completion dates of major project activities, publications, performances, etc. If appropriate, briefly describe the related research and/or creative activities that will take place before and after the grant period.*
2. **Budget:**

*Provide a detailed and clear budget explanation. The information should mirror the items listed on your Budget Summary Form, 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; this travel is restricted to necessary and direct support of the research proposal rather than the presentation of the research at conferences, workshops, etc.*** *Refer to the Request for Proposals for details on unallowable expenses.*

1. **Differentiation from Dissertation Research:**

*The proposal must clearly be part of a new research program or creative activity that involves a substantive departure from, or substantive modification of, the PI’s dissertation work. List the title of the PI’s dissertation and a brief (2-3 sentences) explanation of how the proposed project is a substantive departure from, or substantive modification of, their dissertation work. State the date that the PI completed all of their terminal degree requirements, as well as the date they were first appointed as a full-time Assistant Professor at FSU. List any previous research-related experience by the PI since earning their terminal degree, including the institution name, the PI’s title while there, and the dates of service.*

1. **Mentoring Plan:**

*FYAP applicants are required to name a mentor – a more senior FSU colleague who will guide the PI in their early career, monitoring the PI’s progress and providing them with feedback regarding professional development. List the name, rank, department, and years of academic experience of the FSU faculty member who will serve as the PI’s mentor. Briefly describe the mentoring plan developed by the mentor and PI. Research mentoring resources are available through the Research Development website.*

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 active funding for this period.*

1. **Previous Awards or Grant Funds Received***List any grants or awards received by the PI during the pursuit or after the receipt of their terminal degree. Include any awards that are currently active.* *If the PI has already received another award from the CRC, the outcomes of that award – even if there are none to date –and the work accomplished must be stated.*
2. **References:**

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

1. **Appendices:**

*Include appendices as needed, including approval forms and other supplementary materials pertinent to this proposal. Please be considerate of reviewers’ time and file space; avoid excessive appendices.*

*Research compliance approval letters (Human Subjects, Animal Subjects) may be included in this section if they have already been obtained for this project.*