**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.***

**Small Grants Program (SGP) – Proposal Text Form *Section instructions in blue text should be deleted.***

PI Name:

Co-PI Name(s): *(if applicable)*

Proposal Title:

1. **Project / Issue and Goals:***Describe the project or issue your proposal will address, and briefly describe the goals/objective of the project.* ***The proposal content must include clear evidence that a majority of the creative or scholarly work has been completed and a specific explanation of how the SGP funds would facilitate completion of the project.***

*NOTE:**This is not a small planning grant, but rather funds to be used to complete a project for which grant or other funding has run out prior to the project’s completion.*

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/ Co-PI’s field, and jargon should be avoided.*
2. **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.*
3. **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 SGP review process 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 completion 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.*

1. **Budget:**

*Provide a detailed and clear budget explanation. The information should mirror the items listed on the 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. **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 and/or Co-PI(s) has during the award period. If any of these obligations include active grant or awards, please explain the relationship of the proposed funding to any other active funding for this period.*

1. **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 your request. 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.*