IN NO MORE THAN TEN PAGES, PLEASE PROVIDE A DESCRIPTION OF THE FOLLOWING:

A. Project Summary/Abstract:Provide a one-paragraph summary of your project, including details on WHO is involved, WHAT is the research problem/question/hypothesis, WHY it is important knowledge for the field, WHEN in terms of a timeframe of data collection, and HOW in terms of the basic study protocol.

B. Introduction/Background: Provide a description that succinctly contextualizes your project, defines the problem, and demonstrates your knowledge of the topic and what has been done and/or gaps in knowledge/practice around it. Citations should be formatted in the standard of the field related to your project.

C. Rationale, Research Question(s)/Problem/Hypothesis, and Goals: If you are proposing a *research* project, describe your research question(s) (and/or, as applicable) testable hypothesis, specific aims or objectives to be addressed and what, specifically, you hope to accomplish.

If you are proposing an innovation, service, or education project, describe your problem or question, specific aims or objectives to be addressed, and what you hope to accomplish.

D. Project Design and Methods: This is the heart of the application that describes in greater detail what you will be doing, where the work will take place and why the location is appropriate, who will be involved, and specific outputs for each stage of your research.

For research projects, include a description of the approach/methods you will be using (e.g., qualitative surveys and/or focus groups, participant or site observations, media or discourse analysis, interviews, quantitative data gathering and analysis, controlled experiments, etc.), the theoretical framework that informs your approach, and how you will adhere to ethical standards (especially if using human subjects).

For innovation, service, or education projects, describe your project design process, planned deliverable(s) (final product), why you have selected this approach and deliverable(s), and how you will adhere to ethical standards (especially if using human subjects).

E. Project Timeline: Major activities and tasks with sufficient detail to indicate you have analyzed time and effort and human resource requirements. You can depict the timeline in table format or use bullets.

F. Evaluation Plan: Describe how you will assess progress toward achieving your stated objectives or aims (what are your benchmarks and metrics).

G. Dissemination Plan: Describe the outputs/deliverables (final products) you anticipate producing from this project and how you will disseminate your results (e.g. specific conference/professional gatherings, peer-reviewed publications, YouTube channel, etc.).

H. Anticipated Limitations or Challenges: Discuss some of the likely obstacles that you might encounter and your plan for overcoming those obstacles should the case arise.

I. Relevance: Discuss how the project is relevant to the mission and/or strategic initiatives of Life University, to advancing knowledge/practice in your field and/or across disciplines, and benefits to/potential impact on society more broadly.

J. Funding Request/Budget: Please provide an itemized breakdown of the cost of all needed resources to undertake the work, including, contract labor/consultants, equipment, materials and supplies, travel, reproduction, etc. In the rare instance you are requesting release time, this must be pre‐approved by the Dean and Supervisor.

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| --- | --- | --- | --- |
| **Budget Categories** | **Year 1** | **Year 2** | **Total** |
| Salaries and Wages | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Stipends (fixed regular sum) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Consultant Fees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment (>$5,000) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Materials & Supplies | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Subscription/Communications | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Travel (data collection related\*) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postage/Shipping | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Miscellaneous | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Subtotal** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

* Attach quotes/provide url address for supplies/equipment; justification required for preferred vendor.

K. Budget Narrative: Please explain project costs per category, per year (as applicable):

* Salaries and Wages:List all key personnel (faculty, staff or students) performing work on the project for whom you are requesting funding support. You should provide each person’s title on the project, describe the role they will play, and the time and effort expected, i.e., PI at 3‐credit overload to oversee study design, IRB protocol approval, recruit participants, ethnographic research, etc.
* Stipends: A fixed, regular sum paid over a term period to a LIFE U faculty, staff or student to support work on the project, i.e., PSY faculty to develop, validate and administer survey instrument or sport health science faculty performing bone density analysis using DEXA imaging.
* Consultant Fees: A fixed sum paid over a term period to none‐LIFE U personnel for a specific scope of work, i.e., design and lead focus group sessions or analyze metabolite data using LCMS. A basis should be provided for the fee (including a written quote from the vendor). If available, the consultant(s) should be identified.
* Equipment:With a value equal or greater than $5,000 per unit. Include written quote or link to url. If a single source vendor is required, provide justification. Detail *why* equipment is needed, its *specific use, where* it will be housed, and plans for post‐project *maintenance* and *access.*
* Materials & Supplies:Value less than $5,000 per unit. Include written quote or link to url. List *name* of item, *cost, specific use,* plans for post‐project *maintenance* and *access*, if applicable.
* Travel (data collection-related):List project staff traveling, destination/event, and mode of transportation and estimated cost. Non‐LIFE U faculty, staff or students *are not eligible* for travel support. \*Note: Funded Projects covers travel for data collection-related purposes; it does *not* cover travel expenses for conference presentations or publication (these are covered by CETL Professional Development Grants).
* Postage, Shipping, Duplication:Detail as applicable.
* Miscellaneous/Other:List other project costs not captured on previously referenced cost categories. This might be participant support costs such as gas/bus cards, food for after‐hour focus groups or extended meetings, etc. All costs must be detailed and justified.

L. Additional Funding Sources:Please note whether applications for funding are being provided to/or have been approved by any other agencies or organizations and provide detail of those requests/awards.

M. List of Bibliographic References (in the style appropriate to your field of study). (This information is not included in the page limit)