**Guidelines for Preparing the Application**

Remember that the review panel includes non-researchers as well as faculty researchers from a wide range of disciplines. If the panel cannot understand your project, they are not able to evaluate it well. Thus, the proposal should be written so that it can be read and understood by someone who is not an expert in the field of the proposed research. For all sections of the application, use a 12-point font, single-spaced text, and no less than 1-inch margins on all sides. Tables and figures are allowed to be in smaller fonts if necessary. ***For fairness, applications that exceed the page limits or otherwise do not adhere to the application instructions will not be reviewed*.**

**Abstract**

Provide an abstract of the proposed research. Avoid the use of jargon and provide a context for the proposed work, including its significance and implications. ***This section must not exceed one-half page*.**

**Goals, Significance, and Methods**

Outline the major goals of the proposed research, the research methods, and the timeline. Describe clearly the significance and innovativeness of the proposed research for the discipline under study, for SMU, and for broader constituents (i.e., why, and to whom, does the proposed project matter). ***This section must not exceed three pages.*** *One additional page may be used for figures and tables. There is no page limit for the reference section.*

**Rationale**

Explain how funding this proposal would enhance the growth of the applicant’s research program and/or the growth of a new direction of research for the applicant. It is important to argue convincingly that funding the proposed research would do substantially more than maintain the status quo of the researcher or the researcher’s field. For interdisciplinary grants, explain how the proposed research differs from that of the individual investigators (i.e., how the whole exceeds the sum of the parts). If relevant, describe how the research contributes to institutional or college strategic goals. Include a statement about plans for conducting the research if the proposal does not receive DRC funding. ***This section must not exceed one-half page.***

**Budget**

Provide a detailed budget using the budget form provided. Be certain to summarize (at the bottom of the form) all other available sources of research support available through other university accounts (e.g., start-up funds, other grants, overhead accounts), and whether any portion of those funds will be used to support the proposed research.

**Curriculum Vitae**

Provide a ***two-page***(maximum) *c.v.* for each participating faculty member listed on the cover page. The c.v. should include at least the following information:

* Name, degrees and institutions, record of professional employment,
* Complete citations for books and/or peer-reviewed research, indicating whether or not each is related to the proposed research
* Record of applications for external support (e.g., agency, type of support/award) since beginning employment at SMU.

**Dedman College Dean’s Research Council Grant Program**

**Proposal Cover Page**

**Project Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Participating Faculty:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Role on Project* | *Name* | *Department* | *Academic Rank* | *Email Address* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Proposal Category (check one):**

\_\_\_\_\_ Empirical Research (e.g., Pilot/Feasibility Study; Preliminary Research)

\_\_\_\_\_ Non-empirical or humanistic research (e.g., book projects, archival research)

\_\_\_\_\_ Interdisciplinary Grant (empirical or non-empirical)

Is IRB approval required for the proposed research? ☐ Yes ☐ No

If the results of this grant are anticipated to result in an application for external funding, please provide the following:

Federal agency to which you will apply: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of award (e.g., grant, fellowship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned submission date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dedman College Dean’s Research Council Grant Program**

**Proposed Budget**

|  |  |  |
| --- | --- | --- |
| **A. Personnel/Salary** |  | **Amount** |
| **Name/Position** | **Description (e.g., 1 month summer salary)** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **B. Fringe Benefits** |  |  |
| **Name/Position** | **Calculation (e.g., $5,000 X 30% fringe)** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **C. Equipment** | **Description** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **D. Supplies** | **Description** |  |
|  |  |  |
|  |  |  |
| **E. Travel** | **Description** |  |
|  |  |  |
|  |  |  |
| **F. Other** | **Description** | **Amount** |
|  |  |  |
|  |  |  |
|  | **TOTAL** |  |

**Other Support/Pending Support.** Describe any other sources of support that are currently available or expected to be available by the time of the award (including start-up funds). If the researcher has other funds available, but they will not be used to support the proposed research, please explain why.

|  |  |  |
| --- | --- | --- |
| A. Source/Purpose and Amount | B. Will these funds be used to support the proposed research? | C. If “no” in column B, please explain. |
|  | No Yes |  |
|  | No Yes |  |
|  | No Yes |  |