

Proposal Submission Instructions

I. Principal Investigator:
Lead on research project

Full Name *

Prefix First Name

Last Name

E-mail : * ex: myname@example.com
Where the confirmation will be send to

Which address is your preferred mailing address? * Office Address Home Address

Step 1.

You will be asked to acknowledge reading the terms and conditions of small grants proposal submission. The first section of the proposal submission is for the principal investigator to enter their demographic information. Your full name, email, address (work/home), phone number (office/mobile) and ethnicity.

II. Employment Information:

Current Position Title *
For example: Asst. Professor

Position Description *
For example: Supervise graduate students, teach...

Department, College, or School in which you work *
For example: College of Education

Institution *

Step 2.

As principal investigator you will need to enter your employment information.

Education:

Highest Degree Earned to Date:

Year Degree Earned: *

University where degree was received: *

Discipline of Degree: *

Enter your education credentials

III. Curriculum Vita:

Please upload a .PDF version of your CV (no longer than 10 pages) *
Click here to upload CV

Step 3.

Upload your current CV. It should be in .pdf format and no longer than 10 pgs.

IV. Research Interests and Affiliations:
Areas of Expertise

Please indicate your research interests *

Please indicate the disciplinary perspective with which you are currently affiliated or in which you currently work *

- Business
- Communications
- Computer Science/Technology
- Economics
- Education
- Engineering

Step 4.
Identify your research interests and areas of expertise. You will also be asked to identify your disciplinary perspective and research methodologies.

V. Proposal Summary:

Proposal Title: *

Project Start Date *

Date

Project End Date *

Date

Projects should be within a 9 -12 month timeframe. Your start and end dates entered above should match your project timeline.

Step 5.
You will submit your proposal title, start/end dates, topics your research will cover and a proposal summary (similar to abstract). Indicate whether your project will have additional researchers and submit your project timeline (1 pg.) in .pdf format. Please title the page: Proposal Title_Project Timeline

VI. Proposal/Project Budget:
Please detail how you will spend the grant award funds

Budget Approval

Instructional Connections (IC) requires that a statement indicating acceptance of full responsibility for the appropriate expenditure of grant funds accompany each proposal submitted to IC. The statement must be signed and dated by a fiscal agent, prior to funds disbursement.

For each category below, you must provide the category detail, the total amount, and a budget narrative to describe how the funds will be used.

If there is no expense in a budget category please enter NONE from the drop down box in the category field, \$0.00 in the total amount field, and N/A in the budget narrative field.

Step 6.
For each budgetary line item, please enter please provide the category detail, the total amount, and a budget narrative to describe how the funds will be used.

If there is no expense in a budget category please enter NONE from the drop-down box in the category field, \$0.00 in the total amount field, and N/A in the budget narrative field.

VII. Proposal

Please submit your proposal below and adhere to the following order when submitting your proposal.

- Title page
- Abstract
- Introduction (statement of the problem, purpose of research or goals, and significance of research)
- Abridged literature review
- Project narrative (methods, procedures, objectives, outcomes or deliverables, evaluation, and dissemination)
- Personnel
- Budget and budget justification

Upload .PDF format only *

Step 7.
Submit your research proposal in .pdf format. The proposal must be double spaced, using Times New Roman 12 pt. font include the following: Title page, abstract, introduction, abridged literature review, project narrative, personnel, budget and budget justification.

Final step – Sign and submit.

VIII. Applicant's E-Signature

By signing (typing your legal name) in the space below, you are certifying that all information is correct and that you are the person completing this application. When you press the submit button, you will receive an email confirmation that your application was received. Please print for your records and retain as verification of your application.

E-Signature: *

Please submit your grant application by clicking the submit button below.

Submit Form

Print Form