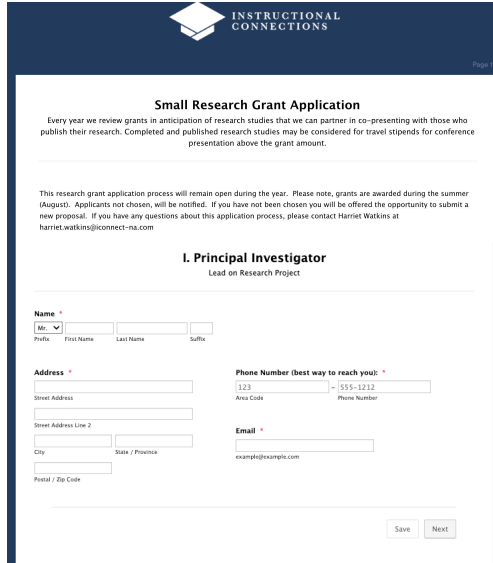


# Proposal Submission Instructions



**Small Research Grant Application**

Every year we review grants in anticipation of research studies that we can partner in co-presenting with those who publish their research. Completed and published research studies may be considered for travel stipends for conference presentation above the grant amount.

This research grant application process will remain open during the year. Please note, grants are awarded during the summer (August). Applicants not chosen, will be notified. If you have not been chosen you will be offered the opportunity to submit a new proposal. If you have any questions about this application process, please contact Harriet Watkins at harriet.watkins@connect-na.com

**I. Principal Investigator**  
Lead on Research Project

**Name \***

Mr. [ ] First Name [ ] Last Name [ ] Suffix [ ]

**Address \***

Street Address [ ] Phone Number (best way to reach you) \*

Area Code [ ] 123 - 555-1212 Phone Number [ ]

Street Address Line 2 [ ]

**Email \***

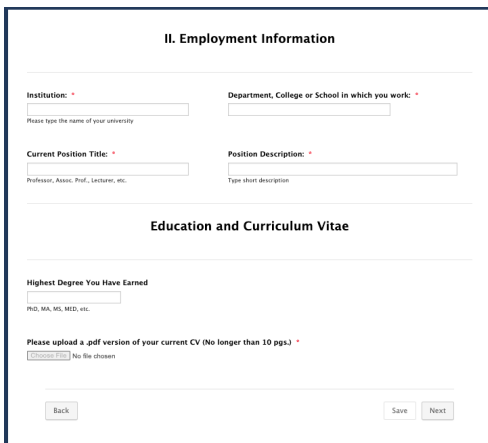
City [ ] State / Province [ ] example@exampls.com

Postal / Zip Code [ ]

Save Next

## 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), phone number (office/mobile).



**II. Employment Information**

**Institution \*** [ ] Department, College or School in which you work: \* [ ]

Please type the name of your university

**Current Position Title: \*** [ ] Position Description: \* [ ]

Professor, Assoc. Prof., Lecturer, etc. Type short description

**Education and Curriculum Vitae**

**Highest Degree You Have Earned**

[ ]

PhD, MA, MEd, etc.

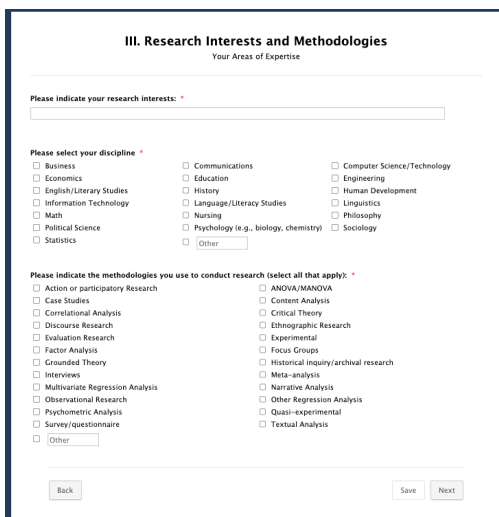
Please upload a .pdf version of your current CV (No longer than 10 pgs.) \*

Choose file No file chosen

Back Save Next

## Step 2.

As principal investigator you will need to enter your employment information. Enter your education credentials. Upload your CV.



**III. Research Interests and Methodologies**  
Your Areas of Expertise

Please indicate your research interests: \*

[ ]

**Please select your discipline \***

<input type="checkbox"/> Business	<input type="checkbox"/> Communications	<input type="checkbox"/> Computer Science/Technology
<input type="checkbox"/> Economics	<input type="checkbox"/> Education	<input type="checkbox"/> Engineering
<input type="checkbox"/> English/Literary Studies	<input type="checkbox"/> History	<input type="checkbox"/> Human Development
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Language/Literary Studies	<input type="checkbox"/> Linguistics
<input type="checkbox"/> Math	<input type="checkbox"/> Nursing	<input type="checkbox"/> Philosophy
<input type="checkbox"/> Political Science	<input type="checkbox"/> Psychology (e.g., biology, chemistry)	<input type="checkbox"/> Sociology
<input type="checkbox"/> Statistics	<input type="checkbox"/> Other [ ]	

**Please indicate the methodologies you use to conduct research (select all that apply): \***

<input type="checkbox"/> Action or participatory Research	<input type="checkbox"/> ANOVA/MANOVA
<input type="checkbox"/> Case Studies	<input type="checkbox"/> Content Analysis
<input type="checkbox"/> Correlational Analysis	<input type="checkbox"/> Critical Theory
<input type="checkbox"/> Discourse Research	<input type="checkbox"/> Ethnographic Research
<input type="checkbox"/> Evaluation Research	<input type="checkbox"/> Experimental
<input type="checkbox"/> Factor Analysis	<input type="checkbox"/> Focus Groups
<input type="checkbox"/> Grounded Theory	<input type="checkbox"/> Historical inquiry/archival research
<input type="checkbox"/> Interviews	<input type="checkbox"/> Meta-analysis
<input type="checkbox"/> Multivariate Regression Analysis	<input type="checkbox"/> Narrative Analysis
<input type="checkbox"/> Observational Research	<input type="checkbox"/> Other Regression Analysis
<input type="checkbox"/> Psychometric Analysis	<input type="checkbox"/> Quasi-experimental
<input type="checkbox"/> Survey/questionnaire	<input type="checkbox"/> Textual Analysis
<input type="checkbox"/> Other [ ]	

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## Step 3.

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

### IV. Proposal Summary

**Proposal Title:** \*

**Projected Start Date:** \*  
mm-dd-yyyy  
Date

**Projected End Date:** \*  
mm-dd-yyyy  
Date

Projects should be within a 12-18 month timeframe. Your start and end dates entered above should match your project timeline.

**Research Area:** \*

Please indicate the topics your proposal is focused on (your proposal must pertain to academic coaching and its impact in some way)

**Proposal Summary:** \*

One paragraph summary please.

**Will your project include any of the following? Mark all that apply:** \*

<input type="checkbox"/> Co-Principal Investigator	<input type="checkbox"/> Independent Contractor
<input type="checkbox"/> Graduate/Research Assistant	<input type="checkbox"/> Post-doctoral Researcher
<input type="checkbox"/> Other Research Staff	<input type="checkbox"/> No Other Individual Involved

#### Step 4.

You will submit your proposal title, start/end dates, topics your research will cover and a proposal summary (similar to an abstract). Indicate whether your project will have additional researchers and submit your project timeline (1 pg.) in .pdf format.

### V. Detailed 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 **individual** category below, you **must** provide the category detail. For example, the total amount, and a budget narrative to describe how the funds will be used. Short but complete descriptions are best.

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

**Salaries:** \*

**Total Amount:** \*

**Budget Narrative:** \*

If this is a category you will use, please list any person (including yourself) who will receive a stipend for research work in the budget narrative box above.

**Travel:** \*

**Total Amount:** \*

Travel must be less than 20% of the grant award and directly, related to this research.

**Budget Narrative:** \*

#### Step 5.

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.

### VI. Full Proposal

**Please submit your proposal below and adhere to the following order when submitting your proposal. Please write your proposal in APA format.**

- 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)
- Please include the following information (either in attachments or as part of your narrative):
  - Personnel (if there are any beyond the principal investigator)
  - Budget and budget justification (this page should just list bulleted line items. Please list amount and justification – how the money will be used)
  - Proposed Timeline – Please show us graphically (monthly format) how you will use the timeframe to structure your research and write up results.
- Summary Statement

**Upload Full Proposal (in .pdf format only)** \*

Type a subtitle

#### Step 6.

Upload a .pdf of your proposal in its entirety!

Final step – Sign and submit. 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.

## VII. Applicant's E-Signature

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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.

Save

Submit

 Print Form

**Instructional Connections** is committed to equal opportunity. Instructional Connections does not discriminate in any program or activity on the basis of race, color, religion, gender, age, national origin, disability, marital status, or any other protected class.

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