

# **PROPOSAL REQUIREMENTS: Christopher Douglas Hidden Angel Foundation**

## **Narrative**

Use white 8 1/2 " x 11 " paper. The narrative must not exceed 20 typewritten pages, excluding references. All pages must have one-inch margins and be single-spaced within paragraphs and double-spaced between. Do not use smaller than 12-point type or print. The applicant must prepare the project narrative according to the outline provided below.

## **NAME OF PRINCIPLE APPLICANT AND CONTACT INFORMATION**

Organization Information: Include a brief description of the applying organization and/or the institution conducting the research/project. If the institution is a non-profit organization, attach a copy of the U.S. Department of Treasury/International Revenue Service form, which verifies that the institution is exempt from federal income tax.

## **AREAS OF EXPERTISE OF APPLICANT**

Mention any partners; briefly explain their roles and areas of expertise in the project.

Biographical information is needed for the project funding manager, principal investigator, co-investigator(s), consultant(s), and all personnel involved with the project. A resume or curriculum vitae of no more than two pages for each individual may be attached. Include education background and relevant work experience.

## **TITLE PAGE**

The title page must contain the original signature of the applicant. An original signature of the financial officer responsible for the administration of funds is also required.

## **ABSTRACT**

Provide a succinct and accurate description/summary of the proposed project. State the need/ problem, i.e., the overall objective of the proposed research, describe concisely the methods to be used and reference the project relevance to MSE. Include the objectives and the outcome to be achieved. The abstract should not exceed 250 words and should be single-spaced.

## **BACKGROUND TO THE STUDY – SIGNIFICANCE OF THE STUDY**

### **PROBLEM STATEMENT and PURPOSE OF STUDY**

Show need by discussing a situation that is made challenging due to the lack of resources, research, etc Describe the potential significance of the proposed project, both theoretically and in terms of potential lodging applications and implications. Identify what is known and not known on the topic and how your study or project will fill the gaps of knowledge or fulfill a specific purpose.

## **RESEARCH QUESTION/ PROPOSITIONS**

State the overall objective or long-term goal of the proposed research. Include specific aims, questions, and/or hypothesis addressed within the proposal.

## CONCEPTUAL or THEORETICAL FRAMEWORK

### RESEARCH METHOD – METHODOLOGY /RESEARCH DESIGN

Provide a detailed description of the research method/DESIGN, population, sample, measures/instruments, procedures and Process and plan for data analysis.

### LIMITATIONS/POTENTIAL DIFFICULTIES IN CONDUCTING PROJECT

### ACTIVITIES & TIMELINE

This is a chart. In column A list the activities needed to accomplish the stated objective. In column B list the person responsible for the activity. Column C shows the documentation. In columns D, E, F, and G, denote the quarter in which the activity will be completed.

### LITERATURE REFERENCES

Include a list of all sources cited in the narrative. Reference or bibliography pages are excluded from the 10-page limitation set for the narrative.

### BUDGET NARRATIVE

Describe the total amount needed to complete the research. List any additional sources and amounts of funding already obtained for the research/project (include in-kind goods and services committed). Describe what research/project expenses these funds will cover. List any additional sources where you plan to submit the proposal or where you have submitted and notification is pending. Provide the date you expect to be notified of the outcome, the amount requested and the expenses the budget will cover.

### BUDGET SUMMARY

This is also a spreadsheet but it contains only the Expenditure Categories and the Total Costs for a single project.

Figure 1: Sample Budget Summary Format

Applicant Name:

Project Name:

**Note: The information above will carry over to subsequent pages/worksheets. All totals below will be automatically populated from the following pages/worksheets.**

		Total	Share	Cost-Share
Key Personnel		-	-	-
	Other Personnel	-	-	-
<i>Total Direct Labor and Fringe Benefits</i>		-	-	-
Equipment Rental Special Equipment		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<i>Total Direct Costs</i>		-	-	-
Indirect Costs		-	-	-
Fee		-	-	-
Surveys		-	-	-
<b>Total Direct and Indirect Costs</b>		-	-	-
Third-Party Contributions		-	-	-
<b>Total Project Budget</b>		-		

## **Appendices**

### **Appendix A: Documentation of Support and Access**

Please attach letters of support from individuals administratively responsible for access to resources in settings where the project will be conducted.

### **Appendix B: Instruments**

A copy of all instruments used in the research project should be attached. If the instrument is not in the public domain, please include documentation of permission to use the instrument.

### **Appendix C: Recommendations/Endorsements:**

Please attach all letters of recommendation. If the research/project has an endorsement from a professional or associated trade organization (and their appropriate committees), be sure to attach the documentation.

*By signing and submitting applications to The Christopher Douglas Hidden Angel Foundation, applicants and administrators undertake the responsibility that any human experimentation is acceptable to the institution on ethical grounds and that in the care of laboratory animals for animal research.*