

## Smith Richardson Foundation Book Proposal Template

**Executive Summary:** The proposal should be preceded by a one- to two-page, single-spaced executive summary. The executive summary should be a concise distillation of the project that could serve as a stand-alone document. It should include the following:

**Proposal Data:** (Please list this information in a block format at the top of the page.)

Name of organization and principal investigator(s)

Name of proposed project

Project time frame

Total project budget

Amount sought from the Smith Richardson Foundation

**Issue:** Concise statement of the public policy issue to be addressed by the proposed project.

**Project:** Brief description of the methods and program activities that will be employed to examine the issue and the products (e.g., reports or books) that will result from the project.

**Policy Implications:** Brief explanation of the policy implications of the project's prospective findings.

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**Proposal:** The body of the proposal should be single-spaced with spaces between each paragraph. It should be about ten pages in length.

**Issue:** Describe the policy problem that the proposed project will examine or address.

**Background:** Discuss the background of the issue and the current state of the policy debate over the issue. Include in the background narrative references to the key pieces of literature that have informed the policy debate. At the end of this section, concisely identify the policy making community's gaps in knowledge on this issue and explain how the project will fill those gaps.

**Project:**

***Personnel:*** In a short paragraph identify the principal senior staff for the project. (Include curricula vitae as an appendix to the proposal.)

***Methods/Analytical Approach:*** What are the principal sources for research and information? What are the research design and methods to be used in the project? How will they answer the policy questions set forth in the proposal? Provide as much detail as possible. *Peer reviewers who will read the proposal closely scrutinize the description of the project's methods.*

***Program Activities:*** What program activities (e.g., statistical analysis, working groups, conferences, interviews, etc.) will compose the agenda of activities for the project? Include a timeline setting forth the project's work plan.

***Outline:*** Please provide a table of contents with a paragraph describing each of the probable chapters of the book.

***Dissemination:*** Please indicate whether a publisher has agreed to publish the manuscript or provide names of likely publishers.

**Policy Implications:** After completion of the project, what policy-relevant findings or information will have been developed that the policy community lacks today?

**Budget:** Prepare a budget according to the guidelines below:

**Budget Table:** Present the project in two columns, one for total costs and one for the share of funding sought from the Smith Richardson Foundation.

**Categories:** Break down the budget in terms of salaries (include separate line items for each of the principal investigators), benefits, travel, research expenses, individual program activities, publication costs, offices expenses, administrative expenses, organizational overhead charges, and any other large budgetary category. Total charges for overhead and institutional categories may not exceed 10 percent of the project's costs.

**Additional Funding:** The proposal should indicate how costs not sought from the Smith Richardson Foundation will be covered. Please indicate whether the sponsoring organization will cover some expenses and/or whether support will be sought from other foundations. If so, please indicate which ones.

**501(c)3 organization:** Name the organization handling the project payments. Include the name, title, and address of the person who will sign the grant letter and administer the grant.

**Proposal Appendices:** Please include the following:

**Organizational Background:** What is the purpose or mission of your organization? Describe briefly the record of your organization's work on the issue proposed for study or on similar projects.

**Curricula Vitae:** Please include curricula vitae for the project's senior staff. C.v.'s should be no more than 5 pages in length

**Additional Materials:** Please include a collection of recent publications (books, chapters from edited volumes, monographs, scholarly articles, opinion pieces).