

## Smith Richardson Foundation Conference/Working Group Proposal Template

**Cover Letter:** The proposal should be accompanied by a cover letter signed by a representative of the institution that will receive and administer the grant. The cover letter should include the applicant's address, phone number, and email address, the date on which the proposal is being submitted, and the date on which the applicant would like the grant term to begin.

**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.

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

**Issue:** Describe the issue that the 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.)

***Analytical Approach:*** Please provide one or two substantive paragraphs that describe the research or papers that will be commissioned for each panel or working group meeting. This material should include the nature and importance of each topic, the original work that you expect the researcher/author to undertake, and the identity and credentials of each participant who will present or will be asked to present commissioned work. *Peer reviewers who will read the proposal closely scrutinize the description of the project's design.*

***Products:*** What products – papers, publications, books, etc. – will result from the project? For written products, please describe them in as much detail as is feasible at this point of the project (e.g., an outline of the probable chapters of a proposed book).

***Dissemination:*** Please describe your plan for disseminating the project's findings.

**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).