

**Smith Richardson Foundation
Junior Faculty Research Program
Proposal Template**

Cover Letter: The proposal should be accompanied by two letters. The first should be signed by a representative of the institution that will receive and administer the grant. The second should come directly from the applicant. It 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. In the letter, the applicant must indicate that he or she holds a position as a full-time faculty member of a university or college in the United States.

Executive Summary: The proposal should be preceded by a one-page, single spaced executive summary. 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

Name of proposed project

Project time frame

Issue: Concise statement of the 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. Describe the book 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 not exceed ten pages.

Issue: Describe the policy issue 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 and Methods:

Personnel: In a short paragraph describe the qualifications of the applicant. (Include curricula vitae as an appendix to the proposal and a copy of a piece of policy-relevant writing that the applicant has written.)

Research Questions: What are the specific research questions that the project will seek to answer?

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.

Program Activities: Include a timeline setting forth the project's work plan.

Product: Please provide a chapter outline of the book that will result from this project, and any other relevant information on the format or content of the book.

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

Budget: Include a one-page budget. If the total cost of the project is greater than \$60,000, present the project's budget 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, benefits, travel, research expenses, individual program activities, publication costs, offices expenses, administrative expenses, organizational overhead charges, and any other large budgetary category.

Overhead/Indirect Costs: Total charges for overhead and institutional categories may not exceed 10 percent of the project's direct costs. Specifically, for a \$60,000 Junior Faculty Research Grant, no more than \$5,454.55 may be charged as overhead, which leaves \$54,545.45 for project costs. The Foundation, however, would like to encourage the grant recipient's institution to waive the overhead costs in order to maximize the resources available to the grant recipient for his or her research expenses.

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.