

Smith Richardson Foundation 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:

Please list this information in a block format at the top of the page

Organization:

Principal Investigator(s):

Project Title:

Project Time Frame:

Grant Request (broken down by year if multi-year):

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 begin at the top of a new page. It should be single-spaced with spaces between each paragraph. It should be approximately fifteen pages in length.

Issue:

In three to five paragraphs, describe the policy issue that the proposed project will examine or address. Do not describe the project.

Background:

Discuss the background of the issue and the current state of the policy debate over the issue. In the discussion, include references to 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 data 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? If you plan to commission work from others, identify from whom you intend to commission work and describe the paper or work that you will ask them to prepare. Provide as much detail as possible. *Peer reviewers who will read the proposal closely scrutinize the description of the project's methods.*

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

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

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

Budget: In one to two paragraphs, describe the budget request and refer to the formal budget, which should appear in an appendix.

Policy Implications:

In two to four paragraphs, describe the policy-relevant findings or information that will be developed and discuss how those findings will inform the thinking of the policy community.

Proposal Appendices

Please include the following:

Budget:

Prepare a budget according to the guidelines below or ask the Foundation for an Excel Template.

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.

Curricula Vitae:

Please include curricula vitae for the project's senior staff. C.V.'s should be no more than 5 pages in length.