Smith Richardson Foundation
Strategy and Policy Fellows Program

Application Requirements and Procedures

Eligibility

The applicant must:

- Have a Ph.D. *by the time of the application deadline*. A professional terminal degree (e.g., J.D. or MBA) will not be accepted as a substitute.
- Be affiliated with and sponsored by a U.S. organization (e.g., university or think tank). If applying from an organization outside the United States, that organization must have a properly incorporated U.S. 501(c)3 entity and a cover letter of sponsorship for the applicant must come from the U.S. 501(c)3 organization.

Required Documents

Two (2) cover letters:

- The first letter should be signed by a representative of the institution that will receive and administer the grant. (Please refer to the second bullet point in the "Eligibility" section above.)

- The second letter should come directly from the applicant. It should include the applicant's address, phone number, and e-mail 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 how he or she is affiliated with the sponsoring institution ("research associate," "visiting scholar," "assistant professor," etc.).

Project Limitations

Please note that the Fellowship program will *only* consider single-author book projects. The Fellowship program will *not* consider collaborative projects (e.g., edited or multi-authored books, conference volumes or reports, or a collection of previously published articles, chapters or essays.)

Proposal Template

The proposal should follow carefully the template below and submitted as a *single* PDF document.

Executive Summary:

The proposal should be preceded by a one-page, single spaced (in a 12-point font, with one-inch margins) 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 (about a paragraph) of the policy issue to be addressed by the proposed project.

Project: Brief description (2-3 paragraphs) 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 (about a paragraph) of the policy implications of the project's prospective findings.

Formal Proposal:

The body of the proposal should be single-spaced (in a 12-point font, with one-inch margins) with spaces between each paragraph. **The proposal should not exceed ten pages**, excluding the "Executive Summary" page.

Issue (approx. 250 words): Describe the policy issue that the proposed book will examine or address.

Background (approx. 2,500-3,000 words): 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.

Personnel and Methods (approx. 1,000-1,500 words):

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

Methods/Analytical Approach: What are the specific research questions that the project will seek to answer? What are the research design and methods to be used in the project? What are the principal sources for research and information? How will they answer the policy questions set forth in the proposal? Provide as much detail as possible within space constraints.

For those projects employing either the large-N or select case study (or a combination of the two) method to establish cause and effect dynamics, the applicants should clearly explain how they plan to account for potential confounding effects of third variables.

Product: Please provide any relevant information regarding your plans to publish the proposed book; e.g., whether a publisher has indicated an interest in your book.

Status of the Proposed Book Project: In a short paragraph, describe the status of the proposed book project (e.g., it builds on your completed Ph.D. dissertation or a published article or book chapter; substantial research or writing has already been completed prior to application for the grant; or it is an entirely new research project).

Policy Implications (approx. 250 words): 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 Strategy and Policy Fellows grant, no more than $5,454 may be charged as overhead, which leaves $54,546 for project costs. The Foundation, however, would like to encourage the grant applicant'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, address and all the contact information of the person who will sign the grant letter and administer the grant.

Appendix:

Please include curricula vitae.

If desired, please include one piece of policy-relevant writing that the applicant has published.

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