

**Grant Writers' Boot Camp 2019
Request for Proposals**

Purpose. This program provides support to faculty in efforts to develop their research and creative agendas and position themselves for external funding. Collaborative teams are also allowed and can submit to develop interdisciplinary efforts.

Eligibility. Eligibility is restricted to Chapman full-time faculty who have expectations for extramural funding.

Deadline. Proposals are due by 5:00 p.m. on May 31, 2019. Proposals will be submitted through the [registration portal](#)

Proposal Format. Use a font size no smaller than 11 point and one inch margins. Include items A through E in a single pdf file using the following naming convention: **[Faculty last name]_(Faculty first initial)_GWBC19.pdf**.

A. **Cover sheet.** Include a cover sheet with the project title, name of the applicant, position title, department (if applicable) and college/school, and email address.

B. **Project Narrative.** The project narrative may be up to four (4) pages long and should be written in plain language for reviewers who are not specialists in your field. The narrative should contain the following sections:

Abstract. Provide 1) an overview of the activity and a statement about the objectives and methods to be employed, 2) a statement on the intellectual, creative or scientific merit of the proposed activity, 3) a statement on the relevance of the proposed activity to society and potential benefits of project outcomes. Suggested length: one half page.

Goals and Objectives. This section should 1) describe the research question, problem to be addressed, or objectives, 2) describe how addressing these will help the applicant to enable successful applications for external funding, and 3) provide the background and context of how this project relates to any larger efforts of the applicant as applicable.

Scope of Work. This section should include the following, as appropriate: a description of the proposed activities with a timeline, including preliminary supporting data where relevant, specific objectives, methods and approaches to be used, and expected significance of the results or creative product. If applicable, describe any proposed educational activities and how they integrate with the proposed activities.

External Funding. This section should 1) describe the proposer's current and pending support, if any, and 2) identify specific external funding programs the proposer will apply to as a result of the seed funding.

C. **Additional Required Documents.** These are not included in the four-page narrative limit.

a. **References.** Include up to one page of relevant references.

- b. **Budget and Justification.** Include a budget for \$5,000 for the following allowable costs:
- **Students.** Include any student assistants, noting the hours and the hourly rate used in your department.
 - **Equipment and Supplies.** Identify items to be purchased and their purpose and the cost of each item. Funds may not be used to purchase computers.
 - **Travel.** Describe the purpose of any travel and identify the destination, airfare/mileage costs, lodging, meals, and other costs. Travel should be to support the project and not for conference presentations.
 - **Other Costs.** Include any costs that do not fit in the above categories, with a description.
 - **Indirect Costs** are not to be included.
 - **Unallowable Costs.** This program will not fund PI salary. Reasonableness of the budget is a review criterion.
- D. **Biosketch.** Provide a biosketch in the format used by NSF, NIH, NEH, NEA or other sponsor as appropriate to the proposer's area of scholarship.
- E. **Dean's endorsement.** Provide a letter from your dean approving your participation in the boot camp and affirming support of your proposal should an award be made. The letter may also describe any college-based support for your development as a faculty member.

Grant Writers' Boot Camp. We look forward to seeing you at the Grant Writers' Boot Camp on August 15 & 16 (8AM - 5PM). You will receive a final agenda after registration. You can expect to spend time discussing your proposal with colleagues and you will also participate in a mock panel review session with peers. As a part of the program, you will be reading and commenting on others' proposals.

Awards. Following the boot camp, successful resubmission of your proposal that addresses comments of your peers will result in the Grant Writers Award (\$5,000). Funding decisions will be announced in September. Awards will run from October 1, 2019 through September 30, 2020.