

RICHARD LOUNSBERY FOUNDATION

Grant Application Guidelines

Grant proposals should be submitted by email to Liz Brown (foundation@rlounsbery.org), as **a single (1) pdf file** (including all attachments). Hard copies are discouraged and proposals over 10 pages will not be reviewed.

Grant proposals should contain the following elements (not to exceed 10 pages total)

1. Cover Sheet (please download from website – please include brief and very informative title and delete grayed out instructions as you complete)
2. Proposal (approximately 6 pages)
3. Budget (1 page – please note – only 15 % max overhead allowed)
4. Bios (should not to exceed 1 page per PI and should be in narrative format)

Proposal Formatting

The proposal format should be:

- Double spaced
- 12 pt. font
- 1" margins

Cover Letter

If you include a cover letter, **it will not be included in your total review package**, so please do not include information that is not included within the proposal.

Cover Sheet

Please take time to summarize the project on this page and to include a brief, but informative project title that explains the project. Please delete the instructions from the cover sheet before submitting. **This should not exceed one page.**

Proposal Content

The content of the grant proposal should be divided into sections that answer the following questions in the proposal. Questions and order may be slightly adapted if needed.

1. What is the question or challenge and why is it important? The proposal should start with a brief discussion of the questions or challenges that the proposer expects to address. It should go on to discuss why the question matters (e.g. fill gaps in the literature/knowledge/data, address societal problems, enhance public understanding, etc.).

2. What is the state of research/effort on this question? The proposal should contain a brief summary of the existing literature or activity on the questions/challenges being addressed. This summary should include citations to the most important papers in the literature or projects.

3. Why is the proposer qualified to address the question/challenge for which funds are sought? The proposer's education, teaching, previous research accomplishments, experience in software development and program management, etc., related to the proposed research should be discussed briefly. If the proposal is for a workshop, network, or study group, include a lightly annotated list of likely participants that shows the ability of the group to achieve the project objective.

4. What is the method or approach? The proposal should contain a discussion of the theoretical framework, data sources, sampling methods, and empirical analyses or other activities and methods (theory or model of social change) that bear on the project. If the proposal is for a workshop, include a draft agenda.

5. What will be the outputs from the research project? The proposal should include a discussion of creation of data sets, anticipated papers, conferences, briefings, training of students and postdocs, new relationships, software, media coverage etc., that the research or project is expected to yield.

6. How will the proposer deem the project a success? The proposal should include a statement on how the proposer will evaluate the short-term and long-term successes of the project.

7. What is the justification for the amount of money requested? The proposer should justify the budget request and why it is consistent with the associated output that the funds will support.

8. What other sources of research or project support does the proposer have in hand or applied for to support the research or other effort? If funds are being provided or requested from other sources, the proposal should list those sources, amounts and the current status of funding from each. This narrative information can be integrated into the previous question, with detail provided in the budget.

Budget

- The budget should be presented in tabular form. As the fund requests would likely be small, we discourage subcontracts or pass-throughs.
- Matching financial contributions (either secured or anticipated) must be identified and an overall financial plan for the whole effort should be included if the project involves more than the funds immediately sought.
- There is a 15% max on overhead expenses.

CV(s)/Biographies of key project staff

- Proposers should provide brief narrative biographies of the key project staff that will implement and supervise activities.
- Bios should include education, employment history, a list of the proposer's most important previous publications or achievements, and honors. Full CVs are not required, but you may provide a link to an online source if you'd like the reviewer to read more. The narrative bios should not exceed one page and should not be in resume format.

Please contact the Foundation with any questions at foundation@rlounsbery.org.