Full Proposal Guidelines

Complete proposals must be submitted via email no later than February 12, 2016. Proposal submissions must follow all guidelines detailed here to be considered complete.

All proposals must be in English and typed with one-inch margins. Font type must be Times New Roman and font size must be 12-point. Proposals must be single-spaced. Please include a footer on all pages with page numbers and the Principal Investigator’s last name. Note: PI must have been awarded his or her PhD between the years 2007 to 2015.

Complete proposals must include all the following contents:

1. Proposal Cover Sheet
2. Table of Contents (1-page limit)
3. Project Summary (1-page)
4. Project Description (10-page limit)
5. Project Dissemination Plan (1-page limit)
6. Budget (1-page limit)
7. Budget Narrative (2-page limit)
8. Bibliography (2-page limit)
9. Curriculum Vitae (5-page limit per Investigator)

We are offering two proposal tracks: (1) Social Sciences, or (2) Arts and Humanities.

All elements of the proposal must be submitted electronically with contents in a single PDF or Word document to chelphil@iupui.edu.

The Science and Imagination of Living Generously
Indiana University Lilly Family School of Philanthropy
University Hall, Suite 3000
301 University Blvd.
Indianapolis, IN 46202-5146

If you experience any problems, please contact chelphil@iupui.edu.
The Science and Imagination of Living Generously Proposal Cover Sheet

Proposed Project Title

Proposed Project Track (select one) Social Sciences Arts/Humanities

Name of Principal Investigator

Institution/Organization

Department or School

Address

City

State

ZIP Code

Email Address of Principal Investigator

Research Discipline of Principal Investigator in which PhD was awarded

Year PhD was awarded to Principal Investigator
*Must be between 2007 and 2015

Primary Research Discipline (Current)

Secondary Research Discipline (Current)

Budget Amount Requested

Name of Co-investigator (if applicable)

Email Address of Co-investigator

Name of Additional Co-investigator (if applicable)

Email Address of Additional Co-investigator (if applicable)

Brief Project Summary (100 word limit)
2. Table of Contents (1-page limit)

Please provide a Table of Contents that lists all sections of the proposal and their corresponding page numbers (Project Summary, Project Description, etc.). Sub-headings for each section can be included. Include your project title at the top of the page.

3. Project Summary (1-page limit)

This one-page project summary must contain a concise, compelling description of your research project, including key objectives and methodology. It should clearly address the primary research questions, the project’s alignment with The Science and Imagination of Living Generously thematic areas and the study’s overall impact on the study of generosity. The project summary should be informative for both technical and lay readers.

4. Project Description (10-page limit)

This central narrative must describe the research project in detail and should include:

**Track 1: SOCIAL SCIENCES**

1) Introduction to the research problem and statement of the research question.
2) Thoughtful explanation of the project’s relationship to one or more priority areas: Intergenerational Dynamics and Transmission of Generosity, Origins of Generosity, Consequences of Generosity and through the generation of original social science research.
3) Relationship to relevant scholarly literature and your project’s distinctive contribution to the study of generosity.
4) Research hypotheses
5) Description and justification of the research methodology. Please summarize the following (if applicable):
   a. Sample definition, size and selection procedures;
   b. Research design and methods;
   c. Data collection, including key variables, measures, data sources, and data collection procedures; and
   d. Data analysis plans.
6) Project work plan with objectives and detailed grant activities for the period of proposed study from Spring 2016-Spring 2017. Include approximate dates for completion of each activity to measure progress.
7) Strengths, limitations, and statistical considerations in the research design. Note progress in securing Institutional Review Board authorization if human subjects are involved in research.

**Track 2: ARTS/HUMANITIES**

1) Introduction to the research problem/objective and statement of the research question or project purpose.
2) Thoughtful explanation of the project’s relationship to one or more priority areas: Intergenerational Dynamics and Transmission of Generosity, Origins of Generosity, Consequences of Generosity and through the generation of original imaginative innovations.

3) Relationship to relevant scholarly literature (if applicable) and your project’s distinctive contribution to the study of generosity.

4) Research/project goals

5) Description and justification of the research methodology. Please summarize the following (if applicable):
   a. Research design and methods;
   b. Data collection, including key data sources and collection procedures; and
   c. Analysis plans.

6) Project work plan with objectives and detailed grant activities for the period of proposed study from Spring 2016-Spring 2017. Include approximate dates for completion of each activity to measure progress.

7) Strengths, limitations, and other considerations in the research design. Note progress in securing Institutional Review Board authorization if human subjects are involved in research.

5. Project Dissemination Plan (1-page limit)

A brief dissemination plan should describe how findings from the proposed research project are planned to be shared with practitioners, policymakers, donors, or other audiences who play a role in generosity research. Potential outlets for communicating findings should be identified (e.g., scholarly conferences, journals, user-friendly publications, practitioner-oriented workshops).

6. Budget (1-page limit)

Project budgets must use the following format and use whole dollar amounts. Period 1 corresponds to Spring-Summer 2016 and Period 2 corresponds to Fall 2016-Winter 2017. The total funding requested from The Science and Imagination of Living Generously must not exceed $40,000. It can include an indirect cost allowance of no more than 5 percent of total direct costs.

Please note that grant disbursements will be $20,000 in Period 1 and $20,000, or the remaining award balance, in Period 2. Exceptions can potentially be made for funding disbursement dates if a worthy project requires full up-front funding greater than $20,000. Please provide a detailed explanation in the Budget Narrative.

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<th>Category</th>
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<th>Funding Requested From the SILG</th>
<th>Funding - Other Sources**</th>
<th>Total Project Costs</th>
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B. Subcontractors or Consultants (if applicable)*

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C. Equipment and Supplies*

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D. Data Purchase or Software Licenses*

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E. Participant Fees (if applicable)*

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F. Publication Fees (if applicable)*

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G. Travel and Lodging

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H. Other Direct Costs

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| Total Costs           |                      |                      |                      |

*No indirect costs allowed on line items.

**If applicable, but not required.

7. Budget Narrative (2-page limit)

This narrative should briefly explain each budget line-item and provide a justification for expenses where necessary. Please use the following sections:

A. Course Release, Salaries, Wages, and Benefits: List individually all personnel and their course release amounts or percentage of effort dedicated to the project. Funding can be used for course release time, summer salary for a faculty member paid on a 10-month or 9-month schedule, or wages paid to student assistants working directly on the proposed research project. Project funds cannot be used to augment the total annual salary of faculty members or to reimburse faculty for consulting or other time in addition to a regular full-time organization salary during the covered period.

B. Subcontractors or Consultants: Please describe and justify any subcontractor or consultant services. Indirect costs are not applied to subcontracts or consultant expenses.

C. Equipment and Supplies: Describe any equipment or supplies needed for the project. General purpose equipment such as a personal computer are not eligible for support. Indirect costs cannot be applied to equipment.

D. Data Purchase or Software Licenses. Please describe any computer programs required for analytical tools or other activities. Indirect costs cannot be applied to equipment.

E. Participant Fees. Please describe any participant fees to be incurred.

F. Publication Fees. Please describe any publication costs associated with editing, reviewing and printing. Indirect costs cannot be applied to equipment.
G. Travel and Lodging: Describe the type of travel required for the project. Please justify why travel is required for project implementation.

H. Other Direct Costs: Identify and itemize any additional direct costs to be incurred during the project. Please describe and justify these expenses.

Funding – Other Sources: If applicable, please list all revenue sources for the project and clarify the funding status. For example, show the amount and source of all other confirmed funding and show the amount, source, and your estimated probability of the eventual success of all pending applications (e.g., Indiana University Research Collaboration Grant: $10,000 pending; 90% likelihood of funding based on semifinalist status).

Exceptions can potentially be made for funding disbursement dates if a worthy project requires up-front funding greater than $20,000. Please provide a detailed written explanation of why this is necessary and steps the Principal Investigator will take to ensure project completion and to accurately manage project funds.

Please note that no more than 5 percent of all funding can be applied to indirect university costs. Indirect costs cannot be applied to equipment and supplies, subcontractors, or consultants.

8. Bibliography (2-page limit)

Provide a list of the sources cited in the Project Description and additional relevant academic literature related to the proposed project.

9. Curriculum Vitae (5-page limit per Investigator)

Include the CV of the Principal Investigator and Co-investigator(s) for the project.