**UWL FACULTY RESEARCH GRANT**

**PROPOSAL NARRATIVE TEMPLATE**

*General instructions (delete these when you are done):*

Write your proposal in the space below. Your proposal must include all headings shown in bold. The instructions in blue following each heading should not be included in your submitted proposal (i.e., delete them).

Requirements:

* Proposal narratives are capped at 5 pages. The page limit does not include references or the two-page vitae summary for each PI. Note: references may not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content).
* A font size of at least 11 should be used. Line spacing should be no less than 1.5, and margins should be no less than 1 inch.
* Be sure to use all the headings, unless noted as “if applicable”, from the required list. When you see a section with multiple headings divided by “/” choose the one most relevant for your project.
* Each heading has directions and questions as guidance for what should be included to

General best practices:

* Write for a general audience. The committee has members from many disciplines but likely not anyone familiar with your field of study.
* Avoid the use of jargon and explain any technical terms necessary to understand your project.
* Be as concise and specific as possible.

**Applicant Name(s):**

**Department(s):**

**Position Title(s): Initial Year(s) at UWL:**

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**Statement of the Problem / Significance of the Project**

Present an up-to-date and pertinent review of the relevant literature, theory, scholarly discussion, and/or creative context of your project. Clearly and succinctly support the proposed project with documentation and up-to-date references.

Address the project’s originality / value. What is new or innovative about the project? State the value of the project, to whom it is valuable (e.g., individual, discipline, community, society), and why, if not addressed later in the “Project Implications” section; or these sections may be combined here for succinctness and clarity.

**Objectives / Specific Aims / Anticipated Findings / Anticipated Results**

Define the specific, measurable outcome(s) and/or product(s) of the project. What will be known or accomplished after the project has been completed that was not known or in existence before?

If the request for funding is to cover only a portion of a larger, more comprehensive project (e.g., a sabbatical), the proposer(s) should differentiate clearly between the larger project and the portion this grant would support.

**Design / Methodology / Approach**

Your design/methodology/approach must be clearly aligned with your stated project objectives. Design and describe a work plan consistent with your academic discipline. The work plan should include a timeline, which describes who will be doing what and when they be doing it.

How will the outcome(s) or product(s) be achieved? Include the main methods to be used for the project. What is the approach to the project, and/or what is the theoretical scope or subject scope of the project? Clearly describe the design / methodology / approach to be used and justify its use for the proposed project.

The work plan may include descriptions of, but is not limited to, the following:

* scientific research
* use of primary or secondary data, population samples, experimental and control groups, or other methods of data gathering and statistical analysis
* archival research, translations, ethnographic fieldwork, solitary thinking, or other forms of analysis, and synthesis of ideas and concepts
* description of process(es) used to create artistic works

**Project Limitations (if applicable)**

Identify potential limitations in the proposed project. If not applicable, delete this section.

**Project Implications (if applicable)**

What implications for theory, practice, or application will the project have? How might the project impact your discipline? What is the potential social, commercial, and/or economic impact of the project? Could outcomes lead to extramural funding, and if so, to which sponsors could proposals be submitted? Not all projects will have definitive implications. If not applicable, delete this section or, if appropriate, alternately address the information in the Statement of the Problem / Significance of the Project section.

**Final Product(s) and Dissemination**

Describe possible forms of the final product(s): publishable manuscript, conference paper or presentation, invention, software, exhibit, performance, etc. Be specific about the methods to be used to disseminate your work to a wide audience.

Discuss how the final product and its dissemination is viewed by your department in terms of productivity for retention, promotion, and tenure.

**REFERENCES / BIBLIOGRAPHY / WORKS CITED**

List any literature and/or other works cited in the proposal. Follow your disciplinary standards for formatting citations. References **do *not* count** toward the proposal narrative 5-page limit. There is not a specific page limit for the references section. Do not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content). References should be included at the end of the same file as the narrative.

**VITAE SUMMARY**

Provide a vitae summary for each PI and co-PI. The document should **not exceed 2 pages per person** and does *not* count toward the proposal narrative 5-page limit. The vitae summary should be included at the end of the same file as the proposal narrative and references. In addition to your education, appointments, and other credentials, it is recommended this section note publications, products, presentations, inventions, collaborations, projects, grants, fellowships, and/or other work that is most relevant to the proposed project and the PI’s/co-PI’s related expertise.