

IDJC Faculty Research Grants Proposal Format & Requirements

Proposal Format.

Page 1. Personal Information and Program Status.

Please provide your department affiliation and contact information.

Pages 2-3. Project Description.

Please describe the project for which you are seeking funds. Your proposal text must be **no longer than 500 words**. Briefly describe your project; locate your work and potential contributions in the most important relevant scholarship; outline your proposed methods and state why they fit your topic. A list of references may add a page to the 500 words of text. Include a word count at the end of your 500-word narrative. **Proposals exceeding the 500-word limit will not be considered.**

Page 4. Budget.

Please provide a detailed budget. Categories may include stipends, living expenses (either in Syracuse or elsewhere while doing research), travel, per diems, survey design and administration, book/data/software purchases, research fees, etc. Equipment is not eligible for inclusion in the budget.

Page 5. Other Support.

Please provide details about other support that you have received for this project. If you have no other financial support, say so explicitly. Finally, please list all other pending applications for project support.

Vita. Attach your Curriculum Vitae to the proposal. Email your completed proposal as a PDF file to Johanna Dunaway at jldunawa@syr.edu. After applying, you should receive a notice indicating that your application was received.

OTHER DETAILS:

Proposals will be read by a faculty committee. The committee will rank the proposals according to their promise, consistency with the goals indicated in these guidelines, and cost-effectiveness. Award notices will be sent by email.

Requirements:

- Award recipients are required to send a brief biography and project abstract (one to two paragraphs in all) and a photo to Emma Carroll Hudson at echudson@syr.edu **by the conclusion of the application's academic year** for use on the website.
- We expect that you will give a presentation on your research project upon invitation.
- We ask that you write a 1-2 page follow-up report on your grant-related research activities.
- Additional requirements may be explained in the award notice.