

Healthy Aging at Tufts: 2021 PILOT STUDY PROGRAM

PILOT GRANT SUBMISSION FORM – Healthy Aging

Lead Principal Investigator:

Name	Email	Phone

Project Applicants:

Please provide name, school, and primary department, as well as all institutional and academic affiliations, for each applicant. Students need to indicate year of graduation.

Name	Title	School/Institute/Department

Department/Grant Administrator:

Name	Email	Phone

Project Title:

Project Short Description (25 words or fewer):

Total Requested Grant Amount:

Proposed Project Start Date and End Date:

Signature of Approver:

(Indicates awareness of project and tentative approval for proposed use of personnel and budget line items.)

Please submit your proposal as *one electronic document* (Word or PDF) and attach the Budget Form as an Excel file.

PILOT STUDY PROGRAM- Application

- I. **Project Description** (no more than two single-spaced pages). Describe the proposed project including goals, activities or experiments, expected outcomes, and a timeline for completion.
- II. **Additional Proposal Information** (no more than one single-spaced page). This section is to be used to describe how the project will lead to the potential for the multidisciplinary team to develop new scholarship/research or further collaboration, including but not limited to an assessment of the potential for subsequent external funding, if applicable (e.g. how the work relates to a funding agency's mission statement). The section can also be used to describe in more detail methodologies; endpoint assessment methods (e.g. statistical analyses); description of collaborative team and each member's contribution; and additional expected outcomes related to the project (e.g. intellectual property).
- III. **Budget and Budget Justification** (Justification to be no more than one single-spaced page; one-page Budget Template [HERE](#))
The Budget Template must be used to prepare the project's budget. Budgets should only indicate those costs that are absolutely necessary to carry out the project. The budget, along with a narrative budget justification, must address the following:
 - I. details explaining the necessity of each budget item;
 - II. the method used to develop the cost estimations;
 - III. description of each person's role in the project, percentage of effort, and estimated costs;
 - IV. a list of any in-kind (no cost to the grant) contributions from Tufts central services and any other school or department (e.g. salaries and supplies).
 - i. Cost shares are discouraged; and
 - V. any previous funding provided by the Office of the Provost for this project or related projects.
- IV. **Resumes**. Include an abbreviated CV or resume of (no more than two pages in length for each significant collaborator)
- V. **References/ Bibliography**. A short (no more than one page) list of relevant publications from each collaborator may be included but is not required. Publications directly related to the project may also be listed here.