# TUFTS SPRINGBOARD PROPOSAL TEMPLATE spring/FALL 2022

**INSTRUCTIONS.** Proposals MUST be submitted via RAS. In addition to completing the proposal demographic data (PI, collaborators, etc.) and budget document in RAS, please complete this proposal template, **convert to PDF**, and upload as an Internal Attachment to the proposal in RAS by 5PM on the submission due date. Submit by **Friday, May 13, 2022** and **Tuesday, October 18, 2022** for Research & Scholarship program and **Friday, January 20, 2023** for Educational/Curricular program.

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. Use standard paper size (8½" x 11).

\*\*It is likely that your reviewers will NOT have a deep understanding of your specific field. It is therefore recommended that you write the application to be understood by somebody with a general understanding of the broader field.

**PROJECT SUBJECT AREA (select one):**

 **\_\_\_ RESEARCH AND SCHOLARSHIP**

**Research and Scholarship Review Process**
Tufts Springboard will continue using the *Distributed Peer Review* process in which the applicants serve as the reviewers. This process has been used successfully in previous OVPR funding including the last call for Springboard. Each PI must review the proposals submitted by 5-8 of their peers and you will have your application reviewed by the same number of your peers. You will have 30 days to complete the reviews. Failure to submit reviews may result in disqualification.

Please initial to indicate your acceptance of these terms: \_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_ EDUCATIONAL/CURRICULAR**

**Educational/Curricular Review Process:** Funding decisions will be made through a peer review process including faculty and administrative staff and based on several criteria, including challenging existing educational models, potential impact on learning by Tufts students, likelihood for sustainability and viability within departmental, school, and/or programmatic frameworks.

**PROJECT TITLE:**

**TEAM MEMBERS:** (If you need more space for team members, please recreate the table below and add as an appendix.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (First, Last) | Role | Title/Appointment | Dept | School |
|  |  |  |  |  |
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**FUNDING REQUEST** (Please select 1 – pay close attention to funding requirements)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select One | Tier | Requirements | Award Ceiling | Amount Requested |
|  | 1 | Must lead to an extramural proposal of >$1M/yr (direct cost) for ≥2yrs within 12 months of completion. | $100K |  |
|  | 2 | Extramural applications are strongly encouraged and a detailed continuation plan is required. | $35K |  |
|  | 3 | Extramural applications are strongly encouraged and a detailed continuation is plan required | $15K |  |

**SHORT PROJECT DESCRIPTION** (50 words or less)

1. **Is this a resubmission? \_\_\_ No \_\_\_Yes If yes, date of last submission:**If yes, please describe the major criticisms of your previous submissions and as well as your rebuttals or revisions. Please also describe how you have advanced the work since the last submission. A specific project may only be resubmitted one time.
2. **Did you receive internal funding to advance this project in the last 2 years? \_\_\_ No \_\_\_ Yes**If yes, identify internal program(s).
3. **Did you apply for or receive extramural funding to advance this project in the last 2 years?
\_\_\_ No \_\_\_ Yes** If yes, please describe result(s), listing granting agencies and amount.
4. **Is this project submitted for its emphasis on racial inequities and/or promoting anti-racist interventions? \_\_\_ No \_\_\_Yes**

### **PROJECT DESCRIPTION: BACKGROUND AND FOUNDATION** (no more than one single-spaced page)

1. **What is the background for this application - specifically describe your own preliminary data/work/contributions and funding (internal and external)?**

### **PROJECT DESCRIPTION** (no more than one single-spaced page)

1. **Describe the proposed work.**

**For Research and Scholarship Proposals:**

Include sections for i) Aim, ii) Hypothesis (if applicable), iii) Design, iv) Methods and v) Project Timeline. Be sure to describe how it will build upon past work. Please describe how the project will be feasible during the COVID-19 era.

**For Educational/Curricular Proposals:**

In addition to the above, include who the project is directed toward (i.e., which students, how many students and whether the knowledge gained will be transferable to other courses in the discipline, school, and/or beyond).

### **PROJECT NEXT STAGE DEVELOPMENT PLAN** (no more than one single-spaced page)

1. **Describe the follow-up work and how will it be funded.** (For example, what is the goal? How does it build on proposed work?).

**For Educational/Curricular Proposals, please use this table to identify whether or not there is a commitment on the part of the school to support after the grant ends.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agency (e.g., NIH, NSF, NEH) | FOA# | Submission date | Amount to be requested | Project Overall Aims | Describe how this work will build upon the current project |
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### **PROJECT DESCRIPTION** (no more than one single-spaced page)

1. **FOR EDUCATIONAL/CURRICULAR PROPOSALS ONLY. Provide an assessment plan detailing steps that will be taken to measure success, as well as a sustainability plan showing how programming will continue, grow, and forward departmental, school, and University’s goals.**

### **Budget justificatiON**

1. **Details explaining the necessity of each budget item.**
2. **Description of each person's role in the project, percentage of effort, and estimated costs.**
3. **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).**
4. **Justify use of non-Tufts service of cores when similar resources are available at Tufts.**