**Proposal Template for 2021-2022 Project Teams**

**SUBMISSION INSTRUCTIONS**

Proposals for *joint Bass Connections and Data+ projects* must be received by **November 2, 2020 at 5:00 p.m.** Proposals for *Bass Connections project teams* are due **December 4, 2020 at 5:00 p.m.**

You may use this document to draft your proposal, but please note that all proposals must be submitted through the [online proposal form](https://dukeinterdisc.formstack.com/forms/bassconnections_2021_22teams). You may also work directly within the online form and save and return to your work, but please note the following limitations:

1. All drafts saved in the online form will be deleted automatically after 30 days of inactivity (you can start a form now, but just be aware that it will be deleted if you don’t at least revisit the form in 30 days and re-save your work).
2. When you save your work, you must retain the customized link that will be provided to you. You can also have this link sent to you by email. We cannot retrieve this link for you if you lose it.
3. The link will change every time you make new edits so you must save this link each time.
4. You can forward this link to collaborators for co-editing purposes, but they must save the new link after making edits.

For more information about the Bass Connections model and selection criteria please review our [proposal guidelines](https://bassconnections.duke.edu/fac-team-resources/proposals).

Please contact Laura Howes, Director of Bass Connections, at [laura.howes@duke.edu](mailto:laura.howes@duke.edu) with questions.

Please note that all character count limitations noted include spaces; on average, a single-spaced page contains about 3,000 characters or 500 words.

1. **BASIC INFORMATION**

**Project title(65 characters maximum):**

*Titles should help students and external audiences understand what the project is about. Please use descriptive and accessible language. Subtitles are not necessary.*

**Primary point of contact for project:**

Name:

Email:

**Which Bass Connections theme are you applying to? Please check all that apply.**

[Brain & Society](https://bassconnections.duke.edu/theme/brain-and-society)

[Education & Human Development](https://bassconnections.duke.edu/theme/education-and-human-development)

[Energy & Environment](https://bassconnections.duke.edu/theme/energy)

[Global Health](https://bassconnections.duke.edu/theme/global-health)

[Information, Society & Culture](https://bassconnections.duke.edu/theme/information-society-and-culture)

[Bass Connections Open](https://bassconnections.duke.edu/content/bass-connections-open) (note: cannot be selected in conjunction with a theme)

(If Energy & Environment):

**Please check if your project relates to the special funding opportunity for projects related to biodiversity conservation offered in partnership with the NSOE:**

Yes, I am applying for biodiversity conservation support (Note: at least one leader must be from the NSOE)

No, does not apply

(If Bass Connections Open):

**Would you like to be considered for special funding offered by the Kenan Institute for Ethics? You should only select yes if your project grapples with ethical questions in a substantive way.**

Yes

No, does not apply

**Does your project relate to any of the following topics in a substantive way? (see** [**proposal guidelines**](https://bassconnections.duke.edu/fac-team-resources/proposals)**)?**

Arts

Humanities

None of the above

**Is this project a continuation of a current or previous Bass Connections project?**

Yes (If you click yes, you will later be asked to respond to [the following questions](#CONTINUING) describing how the new project relates)

No

**Are you also applying to connect this year-long Bass Connections project with a** [**Data+**](https://bassconnections.duke.edu/content/data-plus) **project in Summer 2021?**

No, I am only applying for a Bass Connections project

Yes, Data+ (If you click yes, you will be asked to respond to [the following questions](#DATA) specific to Data+)

1. **PROJECT DESCRIPTION**

*Please note: Citations are not required, but if you would like, you may upload a reference sheet at the end of the online proposal form.*

**Please provide brief background/context about the issue this project seeks to address. (This section should be about the issue, not about the project itself).** (1,500 character maximum)

**What are the goals of this project?** (1,000 character maximum)

**Please provide a brief description of the project approach, including your research plan and methods.** (3,000 character maximum)

**Team approach:** **How will you facilitate *collaborative research* on the team? How will you organize team meetings (note: teams should meet at least weekly)? How will you divide tasks? How you will ensure effective management of the project (e.g., appoint a student as a project manager, assign that role to a faculty leader, etc.)?** (1,000 character maximum)

**Student opportunities:** **What might students gain from their participation (e.g., conducting research directly with subjects, contributing to publications, using language skills)? What unique and differentiated learning opportunities would be available for graduate students?** (1,000 character maximum)

**Timeline and milestones:** **Please briefly list key activities that will be undertaken by students for each semester of the project (e.g., Seek IRB approval; conduct literature review; interview experts), including optional summer component(s) if applicable.** (750 character maximum)

* Summer 2021 (optional):
* Fall 2021:
* Spring 2022:
* Summer 2022 (optional):

**What are anticipated outputs from this project?** **(e.g., impacts on a given community, public scholarship, new service delivery models, a business plan, physical prototypes, publications, website, app, data collection for further research/grants) Please provide a simple list for this response; complete sentences/paragraphs are not necessary.** (750 character maximum)

1. **TEAM COMPOSITION**

**FACULTY/STAFF TEAM LEADERS AND CONTRIBUTORS**

Identify the key faculty/staff team leader(s) and contributor(s).

**Team Leaders: Please list all team leaders below, including Name, Title, and Department/School.**

*Team leaders are actively engaged in the project and attend all (or almost all) team meetings (most teams have 2-3 co-leaders). At least one team leader must be a faculty member. Projects with team leaders from different disciplines will receive preference.*

**Team Contributors: Please list all team contributors below, including Name, Title, and Department/School.**

*Team contributors support the project as needed and occasionally attend team meetings (optional).*

**PROJECT MANAGER**

**Do you plan to assign someone other than a faculty leader as a “project manager” for your team (e.g., graduate student, postdoc, staff member)?**

Yes, and we have already identified our project manager

(If yes): **Please provide the name and affiliation of your identified project manager**

Yes, but we will need help recruiting a project manager

Not sure yet

No

**STUDENT PARTICIPATION**

**Ideally, how many graduate students would you select to participate on this team?**

(Numeric responses only, please)

**Ideally, how many undergraduate students would you select to participate on this team?**

(Numeric responses only, please)

**What would be the ideal composition of team members for this project? What majors, disciplines, skills, backgrounds or perspectives would you like to have on the team?** (1,200 characters maximum)

**EXTERNAL INDIVIDUALS AND ORGANIZATIONS**

**Will your team also include any external organizations or individuals as either partners, clients, study subjects, beneficiaries of the work, etc.?**

Yes

No

Not sure yet

(If yes):

**Please name the individual(s) and/or organization(s), and provide a brief description of how you intend to engage them in the work. Please also note whether any of the team leaders have previously partnered with the individual(s)/organization(s), or whether this would be a new relationship.** (1,200 character maximum)

1. **PROJECT DETAILS**

*The questions in this section are designed to help us better understand the details of your proposed project, and if selected, to help us better support your team.*

**Does your proposal include travel for students beyond the Triangle?**

Yes

No

Not sure yet

(If yes):

**Where would the team travel?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When do you anticipate that this travel would take place? (e.g., Summer 2021 or 2022, some other academic break, TBD)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you expect that all students selected for the team would be able to travel, or just a select number?**

All

Just a select few

Not sure yet

**If travel restrictions due to COVID-19 prevent your team from traveling as planned, please explain how this would impact the project and how you would anticipate adapting the project.**

**Does your project proposal include opportunities for students to conduct research during the summer?**

Yes, Summer 2021

Yes, Summer 2022

No, this project will take place during the academic year only

(If yes, Summer 2021):

**Is the summer component required for all students?**

**Yes, all students must participate in the summer**

**No, the summer component is optional**

**When will the summer work take place (number of weeks/general dates) and how many hours will students be expected to work during that period?** Please be specific – this will help with student recruitment if your project is selected.

**Will your team be interacting with minors (individuals under the age of 18 not affiliated with Duke) through this project?** *(Why are we asking? Duke has a* [*policy on minors*](https://forms.hr.duke.edu/minors/) *and we want to be able to help teams comply as needed)*

Yes, our research plan includes plans to interact with non-Duke minors

No, we do not plan to interact with non-Duke minors

**Does this project relate to any in-progress invention disclosures you, or another faculty member, have with the Office of Licensing and Ventures (OLV)?** *(Why are we asking? We want to work with faculty, and OLV, to ensure appropriate protections around any licensable inventions)*

Yes

No

1. **BUDGET ESTIMATE**

The budget template below includes common expenses, but you may also add categories or create your own table. You can also [download just this table in a separate file](https://bassconnections.duke.edu/sites/bassconnections.duke.edu/files/file-attachments/BassConnectionsBudgetTemplatefor2021-22Teams.docx) to upload online. *Maximum* funding is $25,000. Please reference the [proposal guidelines](https://bassconnections.duke.edu/fac-team-resources/proposals) for more information about budgets, particularly allowable and unallowable staff/faculty effort.

**Total Budget Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_

| **Cost Category** | **Funding Request** | **Notes (e.g., name of personnel, activities supported)** | |
| --- | --- | --- | --- |
| **Payroll-allowable Categories** | | | |
| GRADUATE STUDENT EFFORT:   * PhD teaching or graduate assistants (sugg. range: $15-18/hour) * Masters/Professional assistants (sugg. range: $12-15/hour) | $ |  | |
| UNDERGRADUATE STUDENT EFFORT (sugg. range: $11-14/hour) | $ |  | |
| POST-DOCTORAL EFFORT | $ |  | |
| STAFF/FACULTY EFFORT ([read proposal guidelines](https://bassconnections.duke.edu/fac-team-resources/proposals) before budgeting this line) |  |  | |
| FRINGE [Projected fringe for FY 21/22: Staff/Faculty (27.0%); Postdocs (18.8%); PhD students (13.0%); other students (7.7%)] |  |  | |
| **Supplies & Materials** | | | |
| INSTRUCTIONAL, RESEARCH OR OFFICE SUPPLIES | $ |  | |
| COMPUTERS AND MINOR EQUIPMENT | $ |  | |
| **Travel Expenses** | | | |
| TRAVEL – DOMESTIC | $ | |  |
| TRAVEL - INTERNATIONAL | $ | |  |
| **General Operating & Other Costs** | | | |
| ADVERTISING AND PUBLICITY | $ |  | |
| CONTRACT WORK | $ |  | |
| PUBLIC RELATIONS | $ |  | |
| MEETINGS – BUSINESS | $ |  | |
| OTHER – MISC. | $ |  | |
| **TOTAL Bass Connections Request** | **$** |  | |
| **Other Sources of Project Funds** (Projects with other sources of support are strongly encouraged; please note other awarded, or proposed, funds so that we understand the comprehensive outlay for the project) | | | |
| [Source #1] | | | |
| [Source #2] (add more lines as needed) | | | |
| **Your Unit/Business Manager who could administer funds for project, if requested:** | | | |

**REFERENCES:** If you have references to support any part of your proposal, you may upload them at the end of the form. References are NOT REQUIRED.

**APPENDIX: SECTION-SPECIFIC QUESTIONS**

*Note, you will only be asked to respond to the following questions if you are proposing a continuing project or a project connected with a Data+ project.*

**ADDITIONAL QUESTIONS FOR CONTINUING PROJECTS**

**You noted in section 1 that this proposal relates to a current/previous Bass Connections project. Please provide the name of the project to which this proposal relates.**

Project name: \_\_\_\_\_\_\_\_\_\_\_\_

**How do you anticipate that this proposed project will build on your current/previous related Bass Connections project? How will it differ?** (1,200 character maximum)

**What are the most important accomplishments to-date of your current/previous related Bass Connections project?** *(We recognize that projects which just began will not have significant outputs; we are simply looking for key milestones/progress that you would highlight.)* (1,200 character maximum)

**What challenges has your current/previous team encountered and how would you address any such issues if funded next year?** (1,000 character maximum)

**DATA+ QUESTIONS**

Please tell us a bit more about the Data+ portion of this project.

**Data+ Goals**

**What would the goal of the Data+ project be and how would you envision the Data+ team’s work connecting with the goals of the year-long Bass Connections project?**

**What tangible product(s) would you envision the Data+ team creating? (e.g., well-commented**

**software, visualization device, or a detailed curation of previously raw data).**

**Data+ Dataset Information**

**Please describe the nature of the dataset(s) that will be analyzed by the student team including: what’s in it, how was it collected and for which purpose, how large it is, etc.**

**For each dataset, indicate whether you anticipate IRB approval will be needed for student access, and if not, why not. If IRB approval will be needed, indicate whether a protocol already exists, and your plan for incorporating the student involvement. If it does not already exist, please describe your plan (including a timeline) for obtaining one.**

**For each dataset, indicate whether it is owned and/or is being provided by an outside party. If so, please describe the intended path towards ensuring that students will be granted the ability to access the dataset (we are often able to assist in crafting Data Use Agreements with outside parties, for example).**

**Do you already have a project manager in mind for this Data+ project? (Typically a PhD student who mentors the undergraduate students about 4-5 hours a week)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data+ Contact**

**Who would be the primary point of contact for the Data+ project, if funded? (This could be the same as for the year-long Bass Connections project, or different)**

Name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_