**Proposal Template: Special Call for Proposals for Project Teams Related to COVID-19**

***Priority consideration deadline: June 15; Final deadline: June 30***

**SUBMISSION INSTRUCTIONS**

You may use this document to prepare your proposal. Before beginning, please review our proposal guidelines. Please note that all character count limitations noted below include spaces; on average, a single-spaced page contains about 3,000 characters or 500 words. Proposals should be submitted in a single document to laura.howes@duke.edu by June 15, 2020 for priority consideration and by no later than June 30, 2020 for final consideration. Please contact Laura Howes, Director of Bass Connections at laura.howes@duke.edu with questions.

**Proposal Template**

1. **BASIC INFORMATION**

**Project title(75 characters maximum):**

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

**Primary point of contact for project:**

Name:

Email:

1. **PROJECT DESCRIPTION**

*Please note that references are not required, but if you wish to submit references, you can add a reference sheet at the end of this document.*

**Please provide brief background/context for the issue this project seeks to address.** (1,500 character maximum)

**Please provide a brief description of the project approach and goals, including a description of the planned research methods and activities. If any proposed methods are reliant on in-person data collection and/or physical lab work or prototyping, please explain how this work might be accomplished remotely, if necessary.** (4,000 character maximum)

**What are anticipated outcomes from this project?** (e.g., publications, website, app, data collection for further research/grant) (1,000 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.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Department/School** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Add new rows as needed** |  |  |

**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).*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Department/School** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Add new rows as needed** |  |  |

**PROJECT MANAGER**

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

[ ] Yes

[ ] No

[ ] Not sure yet

**STUDENT PARTICIPATION**

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

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

**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 APPROACH**

**Team approach:** **How will you facilitate *collaborative research* on the team? How often and in what format will the team meet (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.)?** (1,500 character maximum)

**Contingencies for remote activities: If some campus activities remain remote in the fall, how would your team conduct work remotely and what challenges might this present? How would you seek to build rapport in a remote environment? How would you ensure collaborative teamwork in this environment? What technologies might you use?** (1,500 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?** (1,500 character maximum)

**Timeline and milestones:** **Identify the timeline for the project, including start, completion and major project milestones.**

1. **BUDGET ESTIMATE**

The budget template below includes common expenses, but you may also add categories or create your own table. *Maximum* funding is $20,000. Please reference the proposal guidelines for more information about budgets, particularly allowable and unallowable staff/faculty effort.

Please also note that given current university spending restrictions we are not able to support expenses such as food for team meetings or travel. For teams planning to begin in Summer 2020, please also note that there a limitations on our ability to pay undergraduate students working remotely outside of the state of NC. Please contact laura.howes@duke.edu to discuss any particular questions about budgets or student funding alternatives.

**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/RESEARCH FACULTY (read proposal guidelines before budgeting this line) |  |  |
| FRINGE [Projected fringe for FY 20/21: Staff/Faculty (26.4%); Postdocs (18.3%); PhD students (13.4%); other students (7.7%)] |  |  |
| **Supplies & Materials** |
| INSTRUCTIONAL, RESEARCH OR OFFICE SUPPLIES | $ |   |
| COMPUTERS AND MINOR EQUIPMENT | $  |   |
| **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:** |