

Proposal Template for 2020-2021 Project Teams

INSTRUCTIONS

You may use this document to draft your proposal, but please note that all proposals must be submitted through the [online proposal form](#) by **November 4, 2019 at 5:00 p.m.** 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](#).

Please contact Laura Howes, Director of Bass Connections at laura.howes@duke.edu or (919) 684-9021 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 (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:

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

- [Brain & Society](#)
- [Education & Human Development](#)
- [Energy & Environment](#)
- [Global Health](#)
- [Information, Society & Culture](#)
- [Bass Connections Open](#) (note: cannot be selected in conjunction with a theme)

(If Energy & Environment):

Please check if your project relates to any of the following special funding opportunities for the Energy & Environment theme:

- Biodiversity conservation (Note: at least one leader must be from the NSOE)
- Energy access
- None of the above, I am just applying to the Energy & Environment theme

(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](#))?

- 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](#) describing how the new project relates)
- No

2. PROJECT DESCRIPTION

Please note that references are not required, but if you wish to submit references, you can upload a reference sheet at the end of the online proposal form.

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. (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)

Are you also applying to connect this year-long Bass Connections project with a [Story+](#) or [Data+](#) project in Summer 2020?

- No, I'm only applying for a Bass Connections project
- Yes, Data+ (If you click yes, you will be asked to respond to [the following questions](#) specific to Data+)
- Yes, Story+ (If you click yes, you will be asked to respond to [the following questions](#) specific to Story+)

3. TEAM COMPOSITION

FACULTY/STAFF TEAM LEADERS AND CONTRIBUTORS

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

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

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

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

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?

(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)

4. PROJECT APPROACH

Team approach: How will you facilitate *collaborative research* on the team? How often and in what format will the team meet? 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)

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. (You may use the text form or upload a table or file)

5. 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 2020 or 2021, 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

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

- Yes, Summer 2020
- Yes, Summer 2021
- No, this project will take place during the academic year only

(If yes, Summer 2020):

Please include some additional information about the nature of the summer research opportunity, including: Will the summer component be optional, or will you only accept students

to your team who can participate in the summer? About how many weeks will the summer work last and how many hours will students be expected to work during that period? (please include specific dates if known)

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](#) 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)?

- Yes
 No

(Why are we asking? We want to work with faculty, and OLV, to ensure appropriate protections around any licensable inventions)

6. BUDGET ESTIMATE

The budget template below includes common expenses, but you may also add categories or create and upload your own table. You can also [download just this table in a separate file](#) to upload online. Please reference the [proposal guidelines](#) for more information about budgets.

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	\$	
FRINGE [Projected fringe for FY 20/21: Postdocs (18.3%); PhD students (14.7%); 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		

Cost Category	Funding Request	Notes (e.g., name of personnel, activities supported)
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+ or Story+ project.

ADDITIONAL QUESTIONS FOR CONTINUING PROJECTS

You noted in section 1 that this proposal relates to a current and/or 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 and/or previous related Bass Connections project? How will it differ? (1,200 character maximum)

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

What challenges has your current and/or 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: _____

STORY+ QUESTIONS

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

Story+ Goals

Please describe the Story+ project, its goals, and how you would envision the Story+ team's work connecting with the goals of the year-long Bass Connections project.

How does this project align with the mission and goals of Story+ to offer a rich humanities research and public storytelling experience for graduates and undergraduates?

What tangible product(s) would you envision the Story+ team creating? (e.g., oral histories, curation of archival materials, bank of interviews, online or live exhibit).

Do you already have a graduate student in mind for the role of graduate student mentor for this project (typically a PhD student who mentors the undergraduate students about 8-10 hours a week)? If so, please provide their name and program name and year. If you do not have a student in mind, please describe the skills that you would be seeking in a graduate mentor for this project.

Story+ Contact

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

Name and title: _____