**Proposal Template for Bass Connections Project Teams: Contextualizing Duke’s Centennial**

**SUBMISSION INSTRUCTIONS**

The deadline for proposals is Monday, **April 3, 2023 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_centennialprojects). 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 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/bass-connections-proposal-guidelines-year-long-project-teams-related-dukes-centennial%20).

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 counts 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:

1. **PROJECT BACKGROUND AND 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. Please use plain language and try to avoid jargon.)** (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)

**Please list the anticipated outputs or deliverables from this project** **(e.g., exhibit, oral histories, publications, website, app, new datasets). Complete sentences/paragraphs are not necessary.** (750 character maximum)

1. **TEAM COMPOSITION AND STUDENT OPPORTUNITIES**

**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 (optional): Please list all team contributors below, including Name, Title, and Department/School.**

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

**STUDENT PARTICIPATION**

**Ideally, how many graduate/professional 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 represented on the team?** (1,200 characters maximum)

**Team approach:** **How will you facilitate *collaborative research* on the team? How will you organize the team (e.g., work in an intact team; create sub-groups overseen by a grad student mentor)? How will you arrange team meetings (note: teams should meet at least weekly)? 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)?** (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/professional students?** (1,000 character maximum)

**PROJECT MANAGER**

**Do you plan to assign someone other than a faculty leader as a “project manager” for your team (e.g., graduate/professional 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

**EXTERNAL INDIVIDUALS AND ORGANIZATIONS**

**Will your team also include any external organizations or individuals as 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. **TIMELINE AND 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.*

**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 2023 (optional):
* Fall 2023:
* Spring 2024:
* Summer 2024 (optional):

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

Yes, Summer 2023

Yes, Summer 2024

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

(If yes, Summer 2023):

**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.

**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 2023 or 2024, 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

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/BassConnectionsBudgetTemplateCentennial.docx) to upload online. *Maximum* funding is $25,000. Please reference the [proposal guidelines](https://bassconnections.duke.edu/bass-connections-proposal-guidelines-year-long-project-teams-related-dukes-centennial%20) for more information about budgets, including 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/PROFESSIONAL STUDENT EFFORT:   * PhD teaching or graduate assistants (sugg. range: $18-21/hour) * Masters/Professional student assistants (sugg. range: $16-19/hour) | $ |  | |
| UNDERGRADUATE STUDENT EFFORT (sugg. range: $15-18/hour) | $ |  | |
| POST-DOCTORAL EFFORT | $ |  | |
| STAFF/ FACULTY EFFORT (read [proposal guidelines](https://bassconnections.duke.edu/bass-connections-proposal-guidelines-year-long-project-teams-related-dukes-centennial%20) before budgeting this line) |  |  | |
| FRINGE [Projected fringe for FY 23/24: Staff/Faculty (25.4%); Postdocs (19.1%); PhD students (12.7%); 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** | | | |
| DATA ACCESS/[PACE](https://pace.ori.duke.edu/) | $ |  | |
| 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) | | | |
| **Please name a 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.