

**SUGGESTIONS FOR PREPARING A SUCCESSFUL  
CGAS GRANT PROPOSAL**  
**adapted from UD guidelines for GUR proposals**

Remember that reviewers outside your discipline will be reading the proposal; therefore the significance section is critical.

Define terminology and avoid jargon.

Prepare a single-spaced proposal as a single file in Adobe PDF format, adhering to stipulated page limits.

Use Times New Roman 11 (or larger) and one-inch margins.

Cite references where appropriate. (*References do not count toward the page limit.*)

**Significance**

- Convince the reviewer why it is imperative that the project be funded.
- Appeal to the discipline, personal scholarly goals, practice of your art, and university mission.
- Argue the importance of your project, why it is unique, and why it should be funded.
- Discuss how the outcomes will impact your teaching and how this research continues to enhance your previous scholarly activities.
- Explain how the project fits into the interests or lines of investigation of Area Studies programs and how your project will contribute to the knowledge base of your discipline.

**Description of Proposed Research or Scholarly Activities**

- Be specific about your methodology.
- Be clear about how this funded proposal would contribute to your planned program of scholarship. Specify whether this is a pilot study and whether this research will generate data for future research proposals.
- Address the audience of the scholarly endeavor. To whom would this endeavor appeal?
- Identify the target publications for the proposed scholarship activities.
- Provide a timeline.
- What will be the product of the proposed scholarly endeavor?
- Make a sound argument and clearly explain the activities you are contemplating pursuing, and why you must travel to a certain location to carry out the project.

**Benefits Expected**

- Identify how the results of this work will be more broadly disseminated
- Describe who will benefit from the project.
- Reference whether and how the project will contribute to the educational mission of the university.

**Plans for Submission of the Project to other Funding Sources**

- Describe any future external funding plans.

**Current and Pending Research Support**

- List amount, agency, and project periods

**Budget and Budget Justification**

- Budget-justify with specific documentation.
- Keep request within budget guidelines.
- If budget exceeds CGAS funding, discuss other potential funding sources or plans.
- Cost share is not required.