

**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.