Center for Local, State and Urban Policy (CLOSUP)
Instructions for Proposals to the CLOSUP Policy Research Grants Program

Please submit proposals as PDF file attachments via email sent to 'closup-prg@umich.edu.'

Each application should include the following proposal documents in a single PDF file (if this is not possible, please contact CLOSUP staff for alternative instructions):

- **proposal coversheet (including budget)**
- **project abstract**
- **project narrative**
- **budget justification**
- 2-page **abbreviated CVs** for the senior project personnel.

Instructions are provided below for each part of the proposal.

<u>**Deadlines:**</u>

CLOSUP normally runs an annual funding competition for which proposals are due by a specific deadline which is announced separately each year the competition is run. **For the 2011 PRG competition, proposals are due by 5:00pm on March 9, 2011.**

In addition, CLOSUP considers additional proposals outside of the annual competition, though awards are made infrequently in this "ongoing" portion of the PRG program. In addition, awards in the "ongoing" portion of the program are normally for smaller amounts than those available through the annual competition. **Proposals for consideration under the ongoing PRG program are accepted throughout the year, with no particular deadlines. We strongly encourage prospective project directors to contact the director of CLOSUP before beginning work on one of these proposals.**

Instructions for the Proposal Coversheet
Below are instructions for completing the coversheet (all fields must be filled out for the application to receive full consideration):

"**Amount Requested**" is the dollar amount requested from CLOSUP only (do not include other sources of funds here). See the "Budget" and "Budget Justification" sections below for more information about budget requirements.

"**Date Submitted**" is the date the proposal was sent to CLOSUP.

"**Project Start/ End Date**" identify the requested grant period. If these dates are critical, please provide more information in the project narrative.

"**Project Title**" is the name of the proposed project.

"**Project Director**" is the person responsible for programmatic, financial and administrative management of the award. Please see the eligibility criteria on the CLOSUP web site (http://closup.umich.edu).

"**UM Employee ID**" is the project director's UM Employee ID number (can be found on M-card).

"**Academic Rank**" is the title or appointment of the project director.

"**Department/Unit**" is the department in which the project director will administer the award.

"**Department ID**" is the corresponding 6-digit code (Mpathways chartfield) for the department.

"**E-mail**", "**Campus Address**", "**Campus Phone**" and "**Campus Fax**" are contact information for the project director.

"**Collaborators**" are co-Principal Investigators or other key project personnel. Please list the name, title, and affiliation of any person who will have a senior role with the proposed project. List the UM Department ID for UM employees; for non-UM employees, identify their employing organization. If you need more space to add more collaborators, please attach an additional page to the coversheet.

Budget
Please provide the budget, according to line item detail (see "Budget Justification" below for more information about the budget categories), including all funding sources. Fill in "Total" fields (column and row) for the total of all categories and sources of support. For the non-CLOSUP sources, please indicate whether the funds have been approved or are pending approval. The sum of the request for funds from CLOSUP should be equal to that of the "Amount Requested" field above.

"**Does the proposed project involve any of the following:**"
Please indicate if the proposed activity will involve the use of Human Subjects, Vertebrate Animals, Recombinant DNA , Proprietary or Classified information, FDA (Food and Drug Administration) regulated non-clinical lab studies, or Hazardous Chemicals or Biologicals.   Where necessary, approval must be received from the appropriate Institutional Review Board (IRB) before CLOSUP can finalize an award. Please provide the date of the IRB approval and the IRB file number, where appropriate, or enter "pending" if IRB review is not yet completed.

"**Have you submitted this proposal to other funding sources**?" Please indicate when and where this proposal has been submitted, if applicable.

"**Have necessary space and/or facilities been approved?**" Please indicate if necessary space and/or facilities for this project have been approved by the host unit.

Required Signatures
CLOSUP normally requires the signatures of the project director, department or unit head, and the corresponding dean or director. In schools and colleges with research associate deans, they may sign in this space, according to each unit's policy. Follow internal processes according to your school or college.

End of coversheet instructions

Instructions for the Project Abstract, Narrative and Budget Justification

Project Abstract
The project abstract should describe the proposed activities in 100 words or less, in language that will be understandable by an interdisciplinary review panel, including members who may not be experts in the subject matter.

Project Narrative
Technical notes: the project narrative section must not exceed 5 single-spaced pages; margins must be at least 1 inch; font size must be at least 11 pt; and all pages must have page numbers. The budget justification (below) does not count against the project narrative limit.

The project narrative should be written in language that will be understandable by an interdisciplinary review panel, including members who may not be experts in the subject matter, and should cover the following items:

Research Agenda
Please address the main question or questions you seek to address through this research project, including a short review of prior work (by yourself and/or others) in the field and how your project would relate to that foundation of work.

Approach
Please address the hypothesis/hypotheses to be tested, methods to be employed, data to be gathered, analyses to be conducted, etc. Please include details on the research design, and address any particularly high-risk aspects of the proposed work. Please also describe any innovative approaches, as well as the inter-disciplinary aspects of the proposed project.

Timeline
Please provide a schedule of proposed activities, including any particularly important milestones. Address any work that has been accomplished to date, the proposed activities and timeline for this project, and any plans for continuing the project beyond its funding from CLOSUP.

Outreach
Please address the outreach components of the proposed project. Include a description of how the research findings will be communicated to a policy audience as well as an academic audience. Potential dissemination strategies include presentation of the research findings at conferences, workshops or briefing sessions attended by policymakers or publication of a short, non-technical summary of the research findings (in web or paper form). If you have already contacted policymakers, practitioners or Sother relevant parties, please describe any such information as well.

Budget Justification
Technical notes: the budget justification section must not exceed 1 single-spaced page; margins must be at least 1" on all sides; font size must be at least 11 point; and all pages must have page numbers. The budget justification does not count against the page limit in the project narrative section.

The budget form on the coversheet includes columns for financial support from your department(s), college(s), and other sources, as well as a column for the funds requested from CLOSUP. For the first three columns, please use the checkbox to note whether those amounts have already been awarded or are under review. Please also provide a short description of the relationships between these other sources of funds and the CLOSUP funds you are requesting (i.e., note what activities the other funds are targeted for, in relation to the CLOSUP funds).

Staff salaries and benefits
Include the number of people, by position type (i.e., research assistants, research associates, programmers, secretaries, etc.), for whom support is being requested, with a breakdown of salary vs. fringe benefits. Please note that **faculty salary or benefits cannot be supported by CLOSUP funds**.

Student salaries and benefits
Include the number of students, by position type (i.e., GSRAs, GSIs, temporary employees, etc.), for whom support is being requested, with a breakdown of salary vs. fringe benefits. Please note that **tuition cannot be supported by CLOSUP funds**.

Travel
This category is meant for travel to advance data collection efforts, library research, meetings with collaborating practitioners and/or policymakers, attending conferences, meetings and workshops, etc. Provide details on proposed travel, including the number of trips, their length and purpose, and the number of travelers.

Conferences
Include here workshops, seminars and/or conferences that you plan to organize and/or sponsor. Provide details including location, number and type of participants, estimated dates, format, etc.

Supplies and Misc.
Include here supplies, communications, postage and shipping, and other such expenses. Provide some level of detail by these sub-categories (i.e., breakout supplies from communications, but you do not need to break supplies down by paper, diskettes, envelopes, etc.). Please note that **the following types of expenses cannot be supported by CLOSUP**: General purpose equipment, including computers, fax machines, phones, personal digital assistants, etc.; facilities construction or renovation; cost overruns or disallowances; indirect costs (also known as facilities & administrative costs) or direct costs in lieu of indirect costs, etc. Please refer to the Policy Research Grant Program guidelines on the CLOSUP website for further information.

Other
Provide details on any items in this category.