

Proposal Submission Form

Please complete all sections below, save the document to your computer, and email the document to us at: ssri-seed-grant@psu.edu. Proposals must be single-spaced, in Times New Roman font size no smaller than 12-point type, left-aligned with one inch margins. **The description for proposal items 4-8 cannot exceed 5 pages.** Supplemental information requested in items 9-16 is not included in this 5-page requirement; suggested space for each section is provided below. Do not include appendices. **The Proposal Submission Form is due January 21, 2022.**

Remember that some members of review committees will not have specific expertise in your area and that proposals should be written for a broad academic audience. Note that your effort to follow these formatting requirements is excellent practice for successfully submitting a proposal for external funding! **Investigators are expected to receive approval from the IRB for human subjects or from IACUC for animal model studies before beginning their study.**

Your proposal should be sent as one PDF document including letters of support and biosketches. Proposals that do not conform to guidelines will be returned to the PI.

COVER PAGE

1. Title of Proposal and Name of PI:

2. 3-5 Descriptive Keywords:

3. Abstract:

Provide a succinct overview of the proposal. Assume the reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms (1 paragraph).

PROPOSAL

4. Specific Aims/Purpose:

List the aims of the proposed project. Priority will be given to projects designed to build collaborations involving new interdisciplinary teams whose research is aimed at attracting external funding (1 paragraph).

5. Significance:

Provide a brief explanation of the human/social/behavioral problem being addressed, why it is important, and its relevance to SSRI's mission (1 paragraph).

6. Scientific Foundation:

Summarize the conceptual/theoretical framework/logic model and empirical evidence that provides the foundation for the proposed work (1-2 paragraphs).

7. Description of Activities/Methods:

Summarize the project activities (e.g., meeting goals, learning objectives, pilot study methods). For pilot studies, address proposed recruitment (including feasibility and target sample), data collection procedures and measures, and proposed analyses (3-4 pages).

8. Future Potential:

Describe the anticipated outcomes in operational terms (1 paragraph).

- Priority is placed on proposals designed to lead to external funding; if relevant, explain how the proposed activities are designed to lead to a proposal for external funding.
- Proposals for the development of shared infrastructure or training should include the plans for dissemination and outreach (anticipated dates, methods for dissemination, audience targeted).
- Plans for external funding should include:
 - Investigators involved
 - Title of proposal
 - Time frame of proposal
 - External funding sources to be targeted

SUPPLEMENTAL INFORMATION

9. Timeline:

Provide the anticipated timeline for accomplishing the project's goals.

10. Please list all pending and awarded internally-funded pilot/seed grant projects on which the (M)PI(s) have been a PI or Co-I during the past 3 years.

Title of project:

Your role (PI, Co-PI, Co-I, etc.):

PSU Funder:

Title of project:

Your role (PI, Co-PI, Co-I, etc.):

PSU Funder:

Title of project:

Your role (PI, Co-PI, Co-I, etc.):

PSU Funder:

[Please add information on any additional projects in this section]

11. List SSRI Services to be Used:

[Survey Research Center \(SRC\)](#); [Computational and Spatial Analysis core \(CSA\)](#); [Quantitative Developmental Systems Methodology](#); [Social, Life, and Engineering Sciences Imaging Center \(SLEIC\)](#)

12. Budget and Justification:

Provide an itemized budget and budget justification that includes salaries, fringes, and other expenses. Exclude fringes for faculty; include fringes for staff and students. Expenditures for food should be kept to a minimum. Total budgets cannot exceed \$75,000.

Include:

Name and phone number of your department's budget coordinator:

Budget and fund number:

Administrative area number:

13. Investigator Information:

Describe the roles of the principal investigator(s), collaborating investigator(s), and any other personnel included in the proposal. For key personnel, include titles and brief descriptions of their expertise. Contact information should be included for all investigators using the following format for each investigator on the team:

Principal Investigator:

Name

Title

Department/Organization

College/Campus

Phone

Email

Tenure Track - Yes/No; if Yes, please include tenure home department.

Expertise related to this project

Collaborating Investigator(s):

Name

Title

Department/Organization

College/Campus

Phone

Email

Tenure Track - Yes/No; if Yes, please include tenure home department.

Expertise related to this project

Role on this project

[Please include complete contact information for all investigators in this section]

14. Pre-Submission Checklist:

The pre-submission checklist catalogues the potential your project has for external funding. It is weighed heavily in the review process. SSRI proposals are designed to support the development of research that has the potential for later external funding. As we have tracked proposals over time, we have found that they are more likely to foster success in securing external grants when the faculty team has fully explored funding opportunities and used that information to inform the

design of their research plan and proposed activities. Please respond to each of the following questions:

1. Which agency or foundation officials (e.g., project officer) have you spoken with to determine their interest in this project or project area? What feedback did you receive on your concept and approach?
2. Are you responding to a specific request for proposal (RFP/RFA), program announcement, or other special funding initiative? If yes, which one and how is your application a good match for it?
3. Is this proposal being undertaken in response to feedback from a prior external proposal? If so, how does this project address reviewer concerns?
4. How does your study compare with projects in similar domains that have been funded by your targeted agency? In particular, how does the scope of your methodology appear similar to other funded projects (in terms of the size and representativeness of the sample, measurement strategies, design and planned analytic approach, etc.)?

Search sites:

NSF: <http://www.nsf.gov/awardsearch/>

NIH: <https://projectreporter.nih.gov/reporter.cfm>

5. What criteria will be used to evaluate your proposal and what do you know about the likely reviewers?
6. What input/advice/support have you received from your department head and/or college research dean?

15. Letters of Support from All Collaborators:

Collaborating investigators should indicate their support of the project by writing letters of support; these letters should be emailed to the Principal Investigator and be attached to this proposal. It is required that the letter of support articulate that the collaborator has reviewed the full proposal prior to submission.

16. NIH or NSF Biosketches:

Attach a current NIH or NSF biosketch for each of the collaborators on this project. Please ensure the biosketch is relevant to the proposed research.