LEVEL 1 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. Proposals cannot exceed 2 pages (excluding information requested in Parts 7 - 11).

Note that your effort to follow these formatting requirements is excellent practice for successfully submitting a proposal for external funding!

Remember that many members of review committees will not have specific expertise in your area and that proposals should be written for a broad academic audience. Appendices should not be included.

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

1. Title of Proposal and name of PI:

2. 3-5 Descriptive Keywords

3. Purpose:

Describe the specific aims of the proposal.

4. Brief Background and Description of Activities:

Provide a brief background or rationale for the proposal, highlighting its innovative elements and contributions to **advancing social and behavioral science on biological sex/gender**, and a description of the specific activities.

5. *Describe how the proposed* ***research will contribute to advancing social and behavioral science on biological sex/gender***

6. Indicat*e* ***if SSRI services will be used:***[***Geographic Information Analysis (GIA)***](http://www.ssri.psu.edu/services/geographic-information-analysis-core)***,*** [***Survey Research Center (SRC)***](http://www.ssri.psu.edu/survey/)***,*** [***Social, Life, and Engineering Sciences Imaging Center (SLEIC)***](http://www.imaging.psu.edu/)*, and* [***Quantitative Developmental Systems Methodology***](http://quantdev.ssri.psu.edu/)

7. 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 are to be kept to a minimum.

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

Budget and fund number:

Administrative area number:

8. Timeline:

Describe the anticipated timeline to accomplish the goals of the proposal.

9. Investigator Information:

Identify the lead investigator, collaborating investigators, and the departments or units they represent. Contact information must be included for all investigators. Please follow the format outlined below for each investigator.

Lead Investigator:

Name

Title

Department/Organization

College/Campus

Phone

Email

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

Project role:

Collaborating Investigator:

Name

Title

Department/Organization

College

Campus

Email

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

Project role:

[Please include complete contact information for additional investigators here.]

10. Letters of Support from All Collaborators

Collaborating investigators must indicate their support of the project by writing letters of support; these letters should be emailed to the Lead Investigator and be attached to this proposal.

11. Attach NIH or NSF biosketches