**Gender Equity**

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 propose****d research will contribute to advancing social and behavioral science on biological sex/gender***

6. Indicat***e if SSRI services will 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

LEVEL 2 FULL 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. Please include a NIH or NSF biosketch for each investigator. Proposals cannot exceed 5 pages (excluding information requested in Part II).

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. Other than biosketches, appendices should not be included.

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

1. PROPOSAL

1. Title of Proposal and name of PI:

2. 3-5 Descriptive Keywords:

3. Abstract:

Provide a succinct overview of the proposal including its innovation and potential for **advancing social and behavioral science on biological sex/gender**. Assume that reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms.

4. Specific Aims and Objectives:

List the specific aims and objectives of the proposal, including how the accomplishment of the objectives will inform the development of a project for external funding.

5. Brief background, rationale, and description of methods:

Provide a brief summary of the background and rationale for the proposal, including its innovation and potential for **advancing social and behavioral science on biological sex/gender**, and a specific description of the methods and activities for which support is requested.

6. Anticipated Outcomes:

Describe the anticipated outcomes in operational terms (e.g., later grant submission, research/outreach program). Priority is placed on proposals designed to lead to external funding.

Proposals for the development of shared infrastructure or training must include the plans for dissemination and outreach (anticipated dates, methods for dissemination, audience targeted).

If the plan involves any type of working group or conference, the target audience must be specified and an estimate of the audience size must be included.

1. ADDITIONAL INFORMATION

1. External Funding Plans and Possible Funding Sources:

 **Specify:**

a) investigators involved

b) title of proposal

c) time frame of proposal, and

d) external funding sources to be targeted

2. Timeline:

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

3. Personnel:

Describe the roles of the lead investigator(s), the collaborating investigator(s), and any other personnel included in the proposal. For key personnel, include titles and brief descriptions of their expertise.

4. 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.  Requests for international travel should include no more than one investigator.  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:

5. Indicate if SSRI services will 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/).

6. Investigator Information:

Identify the lead investigator(s), 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.

 Collaborating Investigator:

 Name

 Title

 Department/Organization

 College/Campus

 Email

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

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

7. Pre-Submission Checklist

Proposals must include the pre-submission checklist (see below). The pre-submission checklist catalogues the potential your project has for external funding. It is weighed heavily in the review process.

Level 2 proposals are designed to support the development of research that has the potential for external funding. As we have tracked Level 2 proposals over time, we have found that they are more likely to be funded when the faculty team has fully explored funding opportunities and used that information to inform the design of their research plan and Level 2 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 Level 2 a good match for it?
3. Is this Level 2 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.)?

 Foundation search sites: NIH: [**h**ttps://projectreporter.nih.gov/reporter.cfm](https://projectreporter.nih.gov/reporter.cfm)

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

1. What criteria will be used to evaluate your proposal and what do you know about the likely reviewers?

8. 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.

9. Attach NIH or NSF biosketches