**Proposal Template**

# Faculty Research Support Program (FRSP) - Regular Grant

*Include the numbering and proposal section headings in your proposal document.*

*For sections 1-4, ensure the use of 12-point font double spaced.*

1. **Cover page** (one page maximum).
	* Name of Principal Investigator (Also list any co-principal investigators and their Departmental, Center, or Institute affiliations)
	* Department, Center, or Institute affiliation
	* Phone
	* Email
	* Proposal Title
	* Designation as the *FRSP-Regular Grant*
2. **Abstract** of the proposed project (one page maximum).
3. **Description** of the proposed project (five pages maximum).
* The objective of the project
* Background, previous work, and/or motivation as appropriate
* The project approach and methods
* The anticipated outcomes
* The anticipated time schedule
1. **Discussion** (one page maximum).

Discuss how the project will address the program priorities, including:

* Excellence
* Mission Fit
* Personnel Qualifications
1. **Current and Pending Grant Support** (no maximum page limit)
* List all current funding and pending proposals by all faculty participants individually, including sponsor, amount, project title, and start/end dates.
* If applicable, indicate startup or capitalization funds available to the principal investigator and other faculty participants.
1. **Current Curriculum Vitae** (two pages maximum)

Please provide for each faculty member listed on the cover sheet as an investigator.

* CVs for external collaborators may be included if integral to the proposal.
* If postdocs, graduate students, and/or undergraduates are included in the project as collaborators, please describe their qualifications.

**Submission Instructions**

1. Compile all sections of the proposal (with the exception of the budget and budget justification) and create one PDF document for upload to Submittable.
2. Name your PDF proposal file LEADPISURNAME\_FRSPREGULAR.pdf (e.g., Hall\_FRSPREGULAR.pdf)

Please note that your budget will be a separate document to upload to the Submittable system according to the directions below.

**Budget and Budget Justification**

Use the interactive [Excel budget template](https://research.nd.edu/assets/330779/leadpisurname_frsp_rg_budget.xlsx_.xlsx). For any questions, please review the [budget template directions](https://research.nd.edu/assets/205052/fy17_budget_template_directions_f01.pdf).

* Fully itemize and justify equipment purchase necessary to the project.
* Fully justify any proposed travel.

Rename the file to LEADPISURNAME\_budget.xlsx (e.g., Hall\_budget.pdf)

**Your completed application is your information uploaded to the Submittable system, including two uploaded documents, the proposal and the budget.**