TCORS Pilot Project Funding: Proposal Template

Please complete all sections below and email the document to: Robinn Moyer, rmoyer3@hmc.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).

Proposals should be written to explicitly address the goals of Tobacco Regulatory Science: https://prevention.nih.gov/tobacco-regulatory-science-program

Other than biosketches, appendices should not be included. Please send your proposal as one document including letters of support and biosketches. Note that success at following these formatting requirements is excellent practice for successfully submitting a proposal for external funding. Proposals that do not conform to guidelines may be returned to the PI without review.

I. PROPOSAL

1. Title of Proposal:
   Name of PI:
   Names of other investigators:

2. 3-5 Descriptive Keywords:

3. Abstract:

   Provide a succinct overview of the proposal. Assume that reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms. Be explicit about the project’s significance for tobacco regulatory science (TRS).

4. Specific Aims and Objectives:

   List the specific aims and objectives of the proposal and describe how the accomplishment of these objectives will advance the investigators’ research program and lead to 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 and the methods and activities for which support is requested.

6. Relevance to the PSU TCOR:

   Describe how the proposal will contribute to tobacco regulatory science.
II. ADDITIONAL INFORMATION

1. Personnel:

Describe the roles of the lead investigator(s), the collaborating investigator(s), and any other personnel included in the proposal.

**Lead Investigator:**
Name
Title
Department/Unit
Tenure Track: YES/NO
College/Campus
Phone
Email
Area of expertise and role on proposed project:

**Collaborating Investigator:**
Name
Title
Department/Unit
Tenure Track: YES/NO
College/Campus
Phone
Email
Area of expertise and role on proposed project:

**Collaborating Investigator:**
Name
Title
Department/Unit
Tenure Track: YES/NO
College/Campus
Phone
Email
Area of expertise and role on proposed project:

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

**Other Personnel**
Name
Title
Role on proposed project:

[Please include information on additional Other Personnel here.]
2. **Timeline:**

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

3. **Anticipated Outcomes:**

Describe the anticipated outcomes, including the products that will stem from the proposed study (publications, presentations) and plans for submitting proposal(s) for external funding, including: (a) investigators, (b) possible title of proposal, (c) time frame for submission, and (d) external funding sources to be targeted.

4. **Budget and Justification:**

Provide an itemized budget and budget justification that includes salaries, fringes, and other expenses. Total salary for faculty investigators should be capped at $10,000. Exclude fringes for faculty; include fringes for staff and students. Requests for international travel should include no more than one investigator. Expenditures for food should be kept to a minimum.

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

Budget and fund number:

Administrative area number:

5. **Pre-Submission Checklist**

Proposals must include the pre-submission checklist (below). The pre-submission checklist catalogues the proposed project’s potential for external funding and is weighed heavily in the review process.

- 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?

- 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 TCOR Pilot Project a good match for it?

- How does your study compare with related projects that have been funded by your targeted agency? In what ways is the study innovative? Does the scope of the methods appear similar to that of other funded projects (in terms of the size and representativeness of the sample, measurement strategies, design and planned analytic approach, etc.)?

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

6. Letters of Support from All Collaborators

Collaborating investigators must indicate their support of the project. These letters should be emailed to the Lead Investigator and included in this proposal.

7. Attach NIH or NSF biosketches

Note that NIH biosketches should be in the “new” format: http://grants.nih.gov/grants/funding/424/index.htm