Food For Thought
Application Guidelines

Formatting Guidelines:
- **Margins** - set at 0.5’ or greater
- **Font** – Arial or similar font
- **Font Size** – 11 or larger (A smaller font size may be used for figures, graphs, diagrams, charts, tables, figure legends and footnotes but it must be readily legible.
- **Headers/Footers** – No information should appear in the side margins or in the header. The footer should read [PI LAST NAME, FIRST NAME], Page #. Example: Walker, Ann Laura Page 1
- **Spacing** – The application must be single-spaced
- **Page Limits** – Full proposals are not to exceed 13 pages (excluding the “Letter of Support” to be submitted by the department chair)
- **Reference Pages** – Supporting information may be provided with a maximum of one (1) page; however, this optional information may or may not be used to evaluate your application

<table>
<thead>
<tr>
<th>Proposal Component</th>
<th>Maximum Page Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract/Summary</td>
<td>1</td>
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<tr>
<td>Narrative</td>
<td>4</td>
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<tr>
<td>Budget</td>
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<td>Budget Justification</td>
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<tr>
<td>Biosketch</td>
<td>6 (2 Biosketches – One for each PI)</td>
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**Budget Guidelines**

<table>
<thead>
<tr>
<th>Food for Thought will support:</th>
<th>Food for Thought will not support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General research expenses—supplies, materials, services, etc...</td>
<td>An already established program on campus</td>
</tr>
<tr>
<td>Equipment essential to the research project. (The Food for Thought Program will not fund equipment that is typically covered by the department)</td>
<td>Recycled proposals that were previously sent to external agencies</td>
</tr>
<tr>
<td>Student support for one or more hourly research assistants at the 6.0% fringe rate</td>
<td>Development projects centered on the development of courses, textbooks or course material</td>
</tr>
<tr>
<td>Service costs &amp; Travel (so long as they’re essential to the project)</td>
<td>Requests for matching funds or cost sharing for external proposals</td>
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<tr>
<td></td>
<td>Requests for publication fees</td>
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<td></td>
<td>Tuition for Students</td>
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If awarded at an amount lower than the one proposed in the budget, the PI will be required to submit a revised budget to us within four weeks of award notification.

Proposals that do not follow these guidelines may be returned for completion or declined without review.
Proposal Components

Abstract/Summary – 1 Page Limit
- Concise overview of important aspects of your proposal and its conceptual framework
- Describes
  - The main goal of the project and how to accomplish, manage and evaluate it.
  - Project objectives.

Narrative – 4 page limit that includes the following four parts
1. Objectives/Specific Aims
   - Statement of the research question or problem being addressed.
   - Describe the tasks involved and how they will be accomplished.

2. Background/Significance
   - Background
     - Summarize relevant background information about the problem that is being addressed.
   - Significance
     - Discuss the importance of the proposed research in filling a gap of knowledge in the field.
     - What is the anticipated impact on the PI’s research or that of others?
     - Discuss why the personnel involved are the best people to accomplish this.

3. Research Plan/Methods
   - Detail the approach to the research question/problem.
   - This section must contain the following components:
     - Statement of Problem/Issue – e.g., to test a hypothesis, to address a critical need, to construct a specific model.
     - Action Plan – Describe methods used to accomplish the goals stated in the Specific Aims section.
     - Potential Pitfalls – Address how the research will address any potential pitfalls.

4. Outcomes
   - Discuss how the results of the proposed project relate to the original overall goal of the proposal.
   - Propose next steps for this proposed project once these goals are achieved.
   - Detail how the outcomes of the proposed project will place the PI a good position to submit external grant proposals.

Budget Justification – 1 Page Limit
- Narrative summary of all project expenses. (This is in addition to the line-item budget found here: http://research.gwu.edu/intramuralfunding/universityfacilitatingfund)
- Allows for the PI to explain why particular funds and their amounts were requested in the budget.
- To elaborate on the reasons why specific funds were requested, why they are necessary to the proposed project, and that they are reasonable.
- Presented in the same sequence of categories as on the line-item budget page.

Proposals that do not follow these guidelines may be returned for completion or declined without review
Biosketch – 2 Biosketches – 1 for each PI
• A biosketch written in a format mandated by a federal agency, such as NIH or NSF may be used.
• If the PI does not have a biosketch that was used in a proposal submission to a federal agency, they are to create a CV that includes the following information:
  o Education/Training – (Degree/Year/Field of Study/Institution/Location)
  o Research & Professional Experience – (Dates/Institution or Employer Name/Position)
  o Funding History – (List Proposals submitted/awards received during the past 3 years)
  o Publications – (up to ten)
• The PI is the only person on a proposal who should submit a biosketch.

Letter of Support – 1 Page Limit for each one
• Each proposal is to have one letter of support written by the each of PI’s department chair.
• If a department chair is applying for the Food for Thought Program, they are to ask their research dean or a senior faculty member for a letter of support.
• Department chairs are to email the scanned letter to askovpr@gwu.edu as a PDF.
• The letter should include details pertaining to:
  o How the proposal relates to the goals of the department and/or University.
  o How this project will lead to future external funding.
• The department chair must acknowledge that if this proposal is awarded, faculty members will be given the protected time needed to complete the work.

Submission Checklist
Format
☐ Margins – set at .5’ or greater
☐ Font – Arial or similar
☐ Font size – 11 or larger
☐ Headers/Footers – Formatted as [PI LAST NAME, FIRST NAME]
☐ Spacing – Single spaced
☐ Page Limits are adhered to

Proposal Components
☐ Abstract/Summary – 1 Page
☐ Narrative – 4 Page limit with the following four parts
  ☐ Background/Significance
  ☐ Objectives/Specific Aims
  ☐ Research Plan/Methods
  ☐ Outcomes
☐ Budget – 1 Page
☐ Budget Justification – 1 Page
☐ Biosketch – 3 Page Limit per Biosketch with the following four parts
  ☐ Education/Training
  ☐ Research/Professional Experience
  ☐ Funding History
  ☐ Publications (up to ten)

Proposals that do not follow these guidelines may be returned for completion or declined without review