

**General Guidelines for Preparing the Proposal**

- Speak with a contact person for the grant program that you are applying for before writing your proposal and if you have questions. Program contacts can also provide feedback and commentary on drafts of proposals, provided these are made available at least one week before the March 26 deadline.
- You are encouraged to use the Proposal Format described below, modified to suit the scope and nature of your particular proposal. The Cover Page and Abstract will be particularly useful to review committees during the processing of your application. In general, the level of detail and documentation that you provide should reflect the scale of the project and the resources that you are requesting.
- Use the procedures outlined in the section entitled "Submit an Application" to submit your application.

**PROPOSAL FORMAT****COVER PAGE**

Include: Title of Proposal, Investigator Name, Department, E-mail address, Date

**ABSTRACT**

Supply a brief (not to exceed 200 words) summary of this proposal. Include a clear statement of the objectives, summary of work to be done, and the pedagogic innovations to be anticipated from this work.

**BACKGROUND**

- *What do you hope to accomplish during the period covered by this proposal, and why is it important?* Describe the short- and long-term objectives of this work, and the desired impact in terms of pedagogy, technique, communication, etc.
- *Why did you decide to pursue this project?* Sketch the motivations leading to this proposal. Evaluate the current pedagogic model in this area, and identify the gaps or shortcomings that this work will fill.
- *What work have you already accomplished towards this goal?* Describe any work done to date on this project, including techniques or approaches already in practice. Summarize any work that you have engaged in that will help to establish your experience and competence to pursue the proposed project. You may attach supporting materials in the Appendix, and include references in the Bibliography Section of this Proposal

## ACTIVITIES

- *What will you do?* Describe the activities you will engage in to accomplish each of your specific objectives. Keep in mind that not everyone who will be reading your proposal is familiar with your particular field or the pedagogical or technical challenges in your particular course. Detailed explanation of some aspects of your proposal may be necessary.
- *What resources and personnel will you need?* Include an overview of the personnel and resources that will be engaged, with descriptions of how the Principal Investigator and other staff and personnel will be involved in the project, and what their specific roles will be. Describe the hardware, software, and other physical resources which will be required.
- *How long will each component of your project take?* Include a timeline, which should indicate your best estimate not only of how long the entire project will take, but also of the duration of separate parts of it, as appropriate. If the outcome of one phase of the project will affect the timing of subsequent phases, this should be indicated here as well.

## EVALUATION AND DISSEMINATION

- Describe how you plan to evaluate the pedagogical impact and effectiveness of this work. What would be the minimum satisfactory outcome? What is the hoped-for outcome? What would be a better-than-expected outcome? How will this success be determined? For example, one might survey students or colleagues, tally up course enrollments, or compare quiz scores to those of previous years to aid in assessing the effect of the new materials or technology-based approach on the course.
- Also identify your commitment to making an informal report, presentation, or demonstration of your project to colleagues (within and/or outside of Yale) at its conclusion.

## BUDGET

Include information on the cost of software and hardware, multimedia resources, the number of hours budgeted for student help, etc. Describe each of these items and briefly justify its selection and cost. Also describe the source and amount of funds (a) already available for this work, and (b) that are being/will be sought in addition to the present application.

## APPENDIX

Include supporting materials for your application here. A letter of support (e-mail to [iig@yale.edu](mailto:iig@yale.edu) is acceptable) from your Department Chair is required. Other materials may include references to literature, web sites, other studies, and examples of prior or preliminary work