

Required Components of 5 Year Center Grant Applications

1) Title Page or Cover Sheet

Title of Center; name, address, and contact information of the four primary Center faculty; inclusive dates of proposed project and submission date; total budget request.

2) Abstract

Typically 250-500 words. Brief review of the major points in your statement of need or problem statement, your objectives, your plans, evaluation and dissemination processes if necessary. Stress the end products of the proposed work and present it in non technical language.

3) Summary/Problem Statement or Statement of Needs, Questions to be Answered

Significance, relevance, innovativeness, timeliness, generalizability, benefits, etc. of your project are quickly established. This is often best addressed through **1 page** which highlights the **intellectual merit** of the proposed work as well as the **broader impacts** of the project if it is successful. How will faculty and students benefit from the proposed Center? Perceived benefits outside the campus?

4) Objectives, Specific Aims, Measurables, Expected Outcomes, Hypotheses

Typically presented as a numbered list of steps to be taken to address topics or questions to be asked and answered. These steps need to be framed in operational language with specific near term and longer term endpoints. (1 page)

5) Introduction or Background (sections 5-7 are limited to a combined total of 15 pages)

The mission or focus of the Center should be described here. This section should include background information on prior related work and information on any previous collaborative work among Center faculty, etc.

6) Methods, Activities, Operating Plans, Action Plan, Strategies, Procedures

How are the topics going to be addressed or questions answered? Details of the plan to be used to address the topic or answer the questions/hypotheses must be presented. Details about the qualifications of the faculty who will work on the topics/questions must be presented as well as proposed operational guidelines for the Center.

7) Evaluation or Assessment, Future Funding, Dissemination

How will the Administration know the Center has accomplished its intended purpose? Evaluation criteria must be presented with a description of how the results of the evaluation will be reported and used by the applicants and others. We anticipate setting up a Center review process similar to the current departmental/program review process. Centers may choose to apply for renewal funding in the spring of their 4th year of University funding. Renewal proposals will be reviewed internally and externally along with new proposals submitted each May.

8) Curriculum Vitae

A **two-page** CV of the primary and contributing Center faculty must be provided (maximum of 8 faculty)

9) Resources

A detailed description of the resources required to accomplish the Center goals is required. If the resource(s) do not exist, a plan must be provided that explains how the resource(s) will be acquired or accessed.

10) Budget

A detailed budget must be presented year by year with cumulative budget totals.

The proposed budget should cover as necessary faculty, staff, students, supplies, equipment, and space. The budget may include the Director's Salary; Salary support for staff; Competitive Summer Stipends for Faculty; Money for Visiting Fellows from other Institutions for short term visits; Seminar Support; Graduate Student or Postdoctoral Fellowships awarded to Center Members by Center Director or Executive Committee; Money for Member's release time; Equipment; a Mini Grants or Seed Money Grants program. These budgets are expected to comply with academic year salary and additional compensation policies posted on the ORSP web site (<http://www.wfu.edu/rsp/policies.html>).

11) Letters of Support/Collaboration

Where the Center proposes overlap with departmental/school functions and faculty or in-kind support from departments or schools, the details of the collaboration and support should be addressed in a letter from the collaborator.

12) The completed grant application should be submitted electronically to wagnera@[wfu.edu](mailto:wagnera@wfu.edu) in the Office of the Provost by 5 p.m. on the last Friday in May.