

Applications (up to 12 pages maximum) must include the following elements:

**Cover page** (1 page maximum)

Indicate project title, name and affiliation of all team members, and contact information for the Principal Investigator (PI)

Proposal endorsement: A statement that the Chair/Director is aware of your grant proposal

*Will you have any collaborators?*

*Get your Chair/Director's approval early (think about summer holidays!)*

**Abstract** that includes a clearly stated research question (250 words/1 page)

*This is the sales pitch – needs to communicate importance of the project and the potential for your project to contribute to student learning*

*Does not repeat other sections but summarizes them – probably written last*

**Goals of the Project** (1 page maximum)

A rationale that defines the expected changes in [student] learning outcomes

The research objectives as related to teaching and learning

The proposed teaching/learning activities

*Consider highlighting or using bullets so objectives are easy to find*

**Literature Review (2 - 3 pages)**

Including related initiatives at other institutions or in other disciplines, if any

*What courses can you consult? What journals have you read that might be useful? Who is your librarian?*

**Research design and methods (1-2 pages)**

Outline the processes for the research, including methods of data collection

**Evaluation of Results** (1/2 to 1 page)

State how data will be analyzed, how outcomes will be assessed

*This isn't a long section, but you will need to indicate you have thought about how you'll know whether your process is successful and that you know what to do with the data you collect*

**Budget** (1 page)

Refer to fundable and non-fundable costs

*Think about which grant level (\$5,000, \$10,000 or \$15,000 you really need)  
Clarity in this section shows you really have thought through the details*

**Timelines (1 page)**

*Again, clarity in this section shows you really have thought through the details*

**Plan for dissemination (1 page)**

How findings will be shared with the UW community and beyond. List specific journals and conferences

*For example, the peer-reviewed Opportunities and New Directions conference (and peer-reviewed book) is probably a minimum expectation- where else? Do consider consulting the librarians for ideas.*