

Format for the Henry Family Research Fund (HFRF) Proposals – Spring 2017

Deadline: March 31, 2017

Awardees will be determined by April 28, 2017

Projects may start as early as May 1, 2017

Proposals should be submitted electronically to Giselle Thibaudeau, Associate Dean for Research, College of Arts & Sciences, Mississippi State University (giselle@deanas.msstate.edu) and copied to Kim Rayborn (kim@deanas.msstate.edu).

Format (12 pt font and 1” margins minimum)

A. Required Items (A1 - A3: 7 page limit)

1. Cover Page (1 separate page) that must include the following:

- a. Title of Proposal with Name and Email address of PI
- b. Identification of Research Category (PI will only be evaluated in one category):
 - (1) Initiation Proposal: PI must indicate starting semester at MSU
 - (2) Bridge Proposal: In the body of the proposal, the PI must show recent prior funding & justify how this project will likely lead to additional external funding in near future
 - (3) Jumpstart Proposal: In the body of the proposal, the PI must demonstrate a significant but appropriate shift in research direction and indicate how a new direction will likely lead to external funding in the near future
- c. Start & End Dates (Projects must begin between May 1 & August 1, 2017, and may last up to one year)
- d. Name, Affiliation, & Expertise of any Mentors (one is required) and/or Collaborators for this project
- e. Titles & Dates of ORED Research/Grant Writing Seminars attended in 2016 & earlier or that you will attend in 2017 (see ORED website for details)
- f. Total dollars requested from HFRF (max. \$5,000)

2. Project Summary (1 separate page) written in lay language for both reviewers & the Henry Family; (include the following 3 sections: overview, intellectual merit and broader impact)

3. Project Description (5 pages max)

- a. Project Description (Intro, Objectives, Hypotheses and/or Specific Aims, Methodology, Anticipated Outcomes)
- b. Specific Timeline of Project Activities, including activities of Mentor
- c. Broader Impacts of Project (e.g. participation by and support for students, outreach)

d. Future Directions, Future External Funding, Publications, and Evidence of Agency Contact

B. Other Required Items (not included in the 7-page limit)

1. References
2. Detailed Budget, including (a) Department and Other Match and (b) Budget Justification (max. \$5,000 from HFRF)
3. Current *Curriculum Vitae* (2 page limit)
4. Table showing Start-up funds and years (if Initiation Proposal), other MSU Research Funding (not professional travel funding), and External Funding in past 5 years
5. Two Letters of Support (Mentor or Collaborator and Department Head)

C. Final Report

1. A final report in lay language summarizing the accomplishments of the project will be due within 2 months of its completion.
2. The PI must submit a proposal based on this project to an external funding source within 1 year of completion.

D. Other Helpful Information

1. See NSF Grant Proposal Guide for guidance (http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_index.jsp) for additional useful information regarding proposal content.
2. PIs are welcomed/encouraged to consult with Giselle Thibaudeau, giselle@deanas.msstate.edu (5-8534) for assistance in putting together the HFRF proposal.