



Intramural Award Survival Guide

Proposal Checklist Before you submit, make sure your application is complete

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| <input type="checkbox"/> Project summary sheet, including: | <input type="checkbox"/> Concise literature review with discipline-specific citations |
| <input type="checkbox"/> Abstract that describes the project in layman’s terms | <input type="checkbox"/> Research design and methodology |
| <input type="checkbox"/> Bio-sketch(es) for primary investigator and any co-investigators | <input type="checkbox"/> Protection of human subjects/animals (if applicable) |
| <input type="checkbox"/> Purpose/aims of the research or creative endeavor | <input type="checkbox"/> Budget (use required budget template) and detailed explanation of all budget items |
| <input type="checkbox"/> Statement of research question, hypothesis, or expected outcome | <input type="checkbox"/> Project timeline |
| <input type="checkbox"/> Justification of project importance, including alignment with MSU goals | <input type="checkbox"/> Specific plans for dissemination, including Spring 2019 Celebration of Scholarship |
| <input type="checkbox"/> Identification of and rationale for funding priorities | <input type="checkbox"/> Description of other university funding and how it relates to the project |

SOME PROPOSAL WRITING DOs AND DON'Ts

<i>Do</i>	<i>Don't</i>
<ul style="list-style-type: none"> • Read the guidelines carefully • Identify any funding priority areas that apply to your project • Explain how your project aligns with MSU’s strategic plan/mission • Ensure your project is original, innovative, and/or creative • Describe your project’s scholarly impact • Use the required budget template • Itemize expenses • Ask for enough money to accomplish your goals • Provide clear reasoning for all expenses in the budget justification • Use Times New Roman 12 pt. font and at least 0.5” margins 	<ul style="list-style-type: none"> • Set unrealistic project goals • Assume the reader will infer your goals, objectives, significance, etc. — be specific! • Use nonstandard fonts or formatting • Budget for more or less funding than you need • Use unnecessary jargon • Omit required proposal elements • Exceed the 10 page limit for the narrative • Submit proposals after the deadline

Have a question for OSPR?

Get in touch:

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Fall 2018 Dates and Resources:

- **Proposal Deadline:** October 1 at 5 p.m.
- **Award Notification:** November 1
- **Funding Period:** November 1, 2018—August 31, 2019
- **Where to find guidelines and application:**
www.mwsu.edu/academics/ospr/intramural-awards