Center for Local, State and Urban Policy (CLOSUP)
Instructions for the CLOSUP Major Projects Program

Each proposal application should include the original documents plus five collated sets of: the proposal coversheet (including budget summary), a project abstract of the proposed activities; a paginated project narrative; a paginated budget justification, and 2-page abbreviated CVs of the senior project personnel. Instructions are provided below for each part of the proposal.

Proposals are due by 5:00pm, March 1, 2005.

Please submit proposal to:
CLOSUP Major Projects, G. Ford School of Public Policy, 712 Oakland, Ann Arbor, MI 48104-3021 Phone: 647-4091

Instructions for the Proposal Coversheet
Below are instructions for completing the coversheet (all fields must be filled out for the application to receive full consideration):

“Amount Requested” is the dollar amount requested from CLOSUP only (do not include other sources of funds here). See the “Budget Summary” and “Budget Justification” sections below for more information about budget requirements.

“Date Submitted” is the date the proposal was sent to CLOSUP.

“Project Start/End Date” identify the requested grant period. If these dates are critical, please provide more information in the project narrative. Projects may begin September 1, 2005.

“Project Title” is the name of the proposed project.

“Project Director” is the person responsible for programmatic, financial and administrative management of the award. Please see the eligibility criteria on the CLOSUP web site (www.umich.edu/~closup).

“UM Employee ID” is the project director’s UM Employee ID number (can be found on Mcard).

“Academic Rank” is the title or appointment of the project director.

“Department/Unit” is the department in which the project director will administer the award.

“Department ID” is the corresponding 6-digit code (Mpathways chartfield) for the department.

“Email”, “Campus Address”, “Campus Phone” and “Campus Fax” are contact information for the project director.

“Collaborators” are co-Principal Investigators or other senior project personnel. Please list the name, title, and affiliation of any person who will have a senior role with the proposed project. List the UM Department ID for UM employees; for non-UM employees, identify their employing organization. If you need more space to add more collaborators, please attach an additional page to the coversheet.

Budget Summary
Please provide the budget, according to line item detail (see “Budget Justification” below for more information about the budget categories), including all funding sources. Fill in “Total” fields (column and row) for the total of all categories and sources of support. For the non-CLOSUP sources, please indicate whether the funds have been approved or are pending approval. The sum of the request for funds from CLOSUP should be equal to that of the “Amount Requested” field above.
“Does the proposed project involve any of the following:”
Please indicate if the proposed activity will involve the use of Human Subjects, Vertebrate Animals, Recombinant DNA, Proprietary or Classified information, FDA (Food and Drug Administration) regulated non-clinical lab studies, or Hazardous Chemicals or Biologicals. Where necessary, approval must be received from the appropriate Institutional Review Board (IRB) before CLOSUP can make an award. Please provide the date of the IRB approval and the IRB file number, where appropriate, or enter “pending” if IRB review is not yet completed.

“Have you submitted this proposal to other funding sources?” Please indicate when and where this proposal has been submitted, if applicable.

“Have necessary space and/or facilities been approved?” Please indicate if necessary space and/or facilities for this project have been approved by the host unit.

**Required Signatures**
CLOSUP requires the signatures of the project director, department or unit head, and the corresponding dean or director. In schools and colleges with research associate deans, they may sign in this space, according to each unit’s policy. Please route the proposal application to the appropriate office for signatures well in advance of any deadlines. Follow internal process according to your school or college.

End of coversheet instructions

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**Instructions for the Project Abstract, Narrative and Budget Justification**

**Project Abstract**
The project abstract should describe the proposed activities in 100 words or less, in language that will be understandable by an interdisciplinary review panel, including members who may not be experts in the subject matter.

**Project Narrative**

**Technical notes:** the project narrative section must not exceed 5000 words; must have page numbers on all pages; must have margins of at least 1” on all sides; and must use a font size of not less than 11 point. The budget justification (below) does not count against the 5000 word limit.

The project narrative should be written in language that will be understandable by an interdisciplinary review panel, including members who may not be experts in the subject matter, and should cover the following items:

**Research Agenda**
Please address the main question or questions you seek to address through this research project, including a short review of prior work (by yourself and/or others) in the field and how your project would relate to that foundation of work.

**Approach**
Please address the hypothesis/hypotheses to be tested, methods to be employed, data to be gathered, analyses to be conducted, etc. Please include details on the research design, and address any particularly high-risk aspects of the proposed work. Please also describe any innovative approaches, as well as the inter-disciplinary aspects of the proposed project.

**Timeline**
Please provide a schedule of activities. Address any work that has been accomplished to date, the proposed activities and timeline for this project, and plans for continuing the project beyond its funding from CLOSUP.
Outreach
Please address the outreach components of the proposed project, such as web site development, the required policy brief document and other publications, reports, workshops, conferences, other meetings, etc. If you have already contacted policy-makers, practitioners or other interested parties, please describe any such relevant information as well.

Budget Justification
Technical notes: the budget justification section must not exceed 2 single-spaced type-written pages; must have page numbers on both pages; must have margins of at least 1” on all sides; and must use a font size of not less than 11 point. The budget justification does not count against the 5000 word limit in the project narrative section.

The budget summary form on the coversheet includes columns for financial support from your department(s), college(s), and other sources, as well as a column for the funds requested from CLOSUP. For the first three columns, please use the checkbox to note whether those amounts have already been awarded or are under review. Please also provide a short description of the relationships between these other sources of funds and the CLOSUP funds you are requesting (i.e., note what activities the other funds are targeted for, in relation to the CLOSUP funds).

Staff salaries and benefits
Include the number of people, by position type (i.e., research assistants, research associates, programmers, secretaries, etc.), for whom support is being requested, with a breakdown of salary vs. fringe benefits. Please note that faculty salary or benefits cannot be supported by CLOSUP funds.

Student salaries and benefits
Include the number of students, by position type (i.e., GSRAs, GSIs, temporary employees, etc.), for whom support is being requested, with a breakdown of salary vs. fringe benefits. Please note that tuition cannot be supported by CLOSUP funds.

Travel
This category is meant for travel to advance data collection efforts, library research, small meetings with collaborating practitioners, attending conferences, meetings and workshops, etc. Provide details on proposed travel, including the number of trips, their length and purpose, and the number of travelers.

Conferences
Include here workshops, seminars and/or conferences that you plan to organize and/or sponsor. Provide details including location, number and type of participants, estimated dates, format, etc.

Supplies and Misc.
Include here supplies, communications, postage and shipping, and other such expenses. Provide some level of detail by these sub-categories (i.e., breakout supplies from communications, but you do not need to break supplies down by paper, diskettes, envelopes, etc.). Please note that the following types of expenses cannot be supported by CLOSUP: General purpose equipment, including computers, fax machines, phones, personal digital assistants, etc.; facilities construction or renovation; cost overruns or disallowances; indirect costs (also known as facilities & administrative costs) or direct costs in lieu of indirect costs, etc. Please refer to the Major Projects Program guidelines on the CLOSUP website for further information.

Other
Provide details on any items in this category.