**CAUSES Landgrant Programs FY2015 RFP**

**ATTACHMENT 1**

**SUBMISSION GUIDELINES**

Proposals must be submitted electronically in **Microsoft Word** to whare@udc.edu no later than **Midnight March 15, 2015** using the following format:

1. **Title:** The project title should be concise but descriptive of the effort;

2. **Start Date:** Enter the actual start date of the project;

3. **End Date:** Enter the estimated end date for the project;

4. **Principal Investigator(s):** Provide name, academic rank, university, email address and phone number for each principal and co-investigator;

5. **Abstract:** Provide a brief (one-page) description of the problem, methods, and expected outcomes.

6. **Statement of District’s or critical problem:** Include an explanation of the need for the project, the stakeholders, and other relevant details of the situation of need.

7. **Statement of results or benefits of Expected outcomes:** Specify the type of information that is to be gained and how it will be used.

8. **Nature, scope, and objectives of the research/outreach project:**  Include a timeline of activities to accomplish the project.

9. **Methods, procedures, and facilities:**  Provide enough information to permit evaluation of the technical adequacy of the approach to satisfy the objectives.

10. **Related Research:** Show by literature and communication citations the similarities and dissimilarities of the proposed project by complete or on-going research on the same topic.

11. **Training potential:** Indicate the number and level of graduate and undergraduate students, by field of study and degree that are expected to receive training in the project.

12. **Budget Breakdown** The attached Budget Breakdown form must be completed and included with the proposal for each year.

13. **Budget Justification** Provide a brief statement in each category justifying use of the funds requested.

14. **Investigator’s qualifications:** Include a resume(s) of the principal investigator(s). No resume shall exceed two pages or list more than 15 pertinent publications.

**CAUSES Landgrant Program RFP
ATTACHMENT 2
BUDGET BREAKDOWN**

|  |  |  |
| --- | --- | --- |
| Proposed Start Date:  |  | Proposed Completion Date:  |
|  | Project Title:  |
|  | Principle Investigator (s):  |
| Cost Category | Year 1 | Year2 | Year 3 | Total |
| 1. Salaries and Wages:  | $  | $  | $  | $  |
| -Principal Investigator (s) - - - |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Salaries and Wages | $  | $  | $  | $  |
| 2. Fringe Benefits  |  |  |  |  |
| 3. Supplies  |  |  |  |  |
| 4. Equipment  |  |  |  |  |
| 5. Services and/or Consultants  |  |  |  |  |
| 6. Travel  |  |  |  |  |
| 7. Other Direct Costs  |  |  |  |  |
| 8. Total Direct Costs  |  |  |  |  |
| 11. Total Estimated Cost  | $  | $  | $  | $  |