

**POD Grant Proposal Checklist 2011-2012**  
**Proposals due Friday, June 3, 2011**

Each box should be checked to confirm that restrictions have been followed and requested information included. Lettered and underlined sections below correspond to section headings that should appear in the text of each proposal.

**I. Cover Page**

- A. Proposal Title
  - B. Researchers  
Name, title, email, and institution of Principal Investigator (PI)  
Name, title, email, and institution of Co-Principal Investigator(s)
  - C. Mailing address and telephone number for Principal Investigator
  - D. Indicate that you have read the purpose and eligibility statements in the request for proposals and are in compliance with them.
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**Include no identifiable information such as individual, center, or institutional names in sections II-IV. Identifiable proposals will not be reviewed. If you refer to your own work in the literature review, simply talk about it in the third person using the name without saying it is you.**

**II. Proposal**

- Maximum 3 pages, single spaced, 1" margins; font equivalent to 12 pt. Times New Roman (additional page permitted for references)
- A. Proposal Title
- B. Issue/Problem Statement  
Describe the central issue or problem, and its importance to POD membership and institutions. Include an explicit research question.
- C. Literature review  
Briefly contextualize the project and provide supporting citations from relevant research and professional literature.
- D. Project Objectives, Methods, Timeline and Intended Products  
List the project objectives, research methods, year-long timeline, and the intended results/products of the project. Indicate the exact role of each person involved. Where human respondents are involved, state whether you have applied or plan to apply for Internal Review Board approval from your institution for the use of human subjects.
- E. Experience of researchers  
Indicate PI and Co-PI expertise and prior experience relevant to conducting this project (in general, anonymous terms).

**III. Budget and Justification**

Information should be presented in table format with supporting text.

- Maximum 1 page
- Request to POD (stipends per individual, equipment, supplies, consulting fees, travel for conducting research, etc.; see "Eligibility" section on call for proposals)
- Institutional Support (institutional contributions, in-kind, cash, personnel time)
- Budget Justification (who, what, and why)  
For each item, include a sentence or two providing the rationale behind the estimated costs; include sufficient detail to permit knowledgeable reviewers to evaluate whether the request is reasonable.

**IV. Evaluation and Dissemination Plans**

- Maximum 1 page
- A. Evaluation Methods  
What plans do you have for evaluating the success of the project?
- B. Dissemination Plan  
Where do you plan to submit proposals for presenting or publishing the findings beyond the required submission of a proposal to the 2012 POD Conference or a manuscript to the POD annual publication, *To Improve the Academy*?