Full Proposal Guidelines

NOTE: Only principal investigators whose LOIs have been evaluated and selected by the project’s judges panel will be requested to submit full proposals.

Full proposals must be postmarked no later than the Wave 2 due date of May 1, 2010. All full proposal submissions must follow all guidelines detailed here to be considered complete.

The full proposal, including all required content and format (described below), must be submitted via 12 printed copies and one (1) copy on CD and mailed to:

Science of Generosity
University of Notre Dame
936 Flanner Hall
Notre Dame, IN 46556.

All proposals must be drafted in English, single-spaced, single-sided with 1-inch margins. Font size and type is restricted to 12-point, Times New Roman. Please do not bind your proposals. Proposals that do not follow these specifications will not be accepted. Emphasis should also be placed on completeness, timeliness and clarity of content. The full proposal must include all content outlined below:

**Full Proposal Content**

Note: If you experience any difficulty in downloading or viewing any of the documents, please contact the Project Manager.

The following is a list of documents that will be **required** for all full proposal submissions:

1. Full Proposal Cover Sheet [download here]
2. Table of Contents
3. Project Summary
4. Project Description
5. Project Timeline
6. Curriculum Vitae
7. Detailed Budget
8. Budget Narrative
1. Full Proposal Cover Sheet (1-page)
   Please download and complete the Cover Sheet template and include it as the first page of the proposal. It can be downloaded [here](#). The Principal Investigator, who is ultimately responsible for the scientific conduct of the proposed project must ink sign the cover sheet.
   
   If applicable, an official of the PI’s institution, who is authorizing the proposed project and its budget, must sign the Cover Sheet as well. The signed coversheet will serve as your institution’s letter of intent to enter into primary agreement with the University of Notre Dame should the proposal be selected for funding. Please identify the financial contact, or key contact person who will handle all or most of the financial aspects of your project. If the proposed project uses human subjects or animals, please note any Institutional Review Board (IRB) approvals required and/or secured for the project. Documentation of IRB and/or human subject approval authorization, or Institutional Animal Care and Use Committee (IACUC) approval of the use of animal subjects will be required before initial payment may be made.

2. Table of Contents (1-page limit)
   This one-page section of your full proposal is simply an outline (table of contents) for the project proposal itself. Following the Full Proposal Cover Sheet, your Table of Contents should mirror the headings of each required section that is outlined by the Full Proposal Content items 3-7, i.e. "Project Summary" through "Detailed Budget." You may include subheadings under each major section heading to provide brief detail, not to exceed one page.

3. Project Summary (1-page limit)
   The proposal must contain a one-page, single-spaced Project Summary of the proposed activity. The Project Summary should include a statement of research objectives and methods to be employed. Within the Project Summary, it must clearly address in separate statements: (1) the intellectual merit of the proposed activity; and (2) the broader impacts resulting from the proposed activity. It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader.

4. Project Description (12-page limit)
   The central part of the proposal will be a narrative description of the project itself. Please limit the Project Description to 12, single-sided pages or less (not including the bibliography). It should be comprised of the following:
   A. Research hypotheses (within which it is important to clarify your use of the term "generosity");
   B. Objectives for the period of the proposed work;
   C. Relationship of the project to the relevant scholarly literature, and your project’s distinctive contribution to generosity research, including a description of how your project builds on previous research;
   D. Detailed explanation of the activity of the grant, including how the project will specifically address studying the underlying causal mechanisms of generosity;
   E. Thoughtful explanation on how the project will further understanding of at least one of the following: 1) The sources, origins, and causes of generosity, 2) The variety of
manifestations and expressions of generosity, 3) The consequences of generosity for both the givers and receivers involved;
F. Methodologies and plans for data analysis;
G. Statistical considerations (if applicable) and sample survey questions or in-person interview schedule (if survey or in-person interview research is being undertaken);
H. Any demonstrated commitment to interdisciplinary collaboration, including an explanation of the range and levels of involvement of scholars and researchers within multiple academic disciplines; and
I. Statements elaborating on the expected significance of this work, with reference to the Evaluation Criteria for the program.

Note: There is no page limit for the bibliography portion of the Project Description.

5. Project Timeline (1-page limit)
The Project Timeline should detail the major activities of the project over a 20-month period (10/1/2010 to 5/31/2010). Briefly describe the major goals, tactics, and responsible parties throughout the course of the project.

6. Curriculum Vitae (no page limit)
Names and full CVs of the Principal Investigator, and Co-Investigators participating in the project

7. Detailed Budget Summary
Please submit a Budget Summary for each 12-month period according to the dates of the proposed funding periods (i.e. 10/1/2010 – 12/31/2010, 1/1/2011 – 12/31/2011, 1/1/2012 – 5/31/2012) identified at the top of the respective columns. Please refer to the instructions below for completing the Budget Summary. We ask that you also include cumulative or "Total Projected Costs" within the budget.

Detailed Budget Summary Guidelines

I. General
A. Each grant proposal must contain a budget summary in the required format. Budget amounts must be in U.S. dollars. Please enter whole number dollar amounts (correct = $2000; incorrect $2000.25). Please download the budget summary template here.

B. Identify each line item amount requested for each one-year period. If applicable, please include any other sources of funding per line item. If you have no other sources of funding, then all values entered in the final column “Total Project Costs” should match all values entered in the "Funding Requested from Science of Generosity" column.

II. Budget Line Items
Careful budgeting is encouraged in order to maximize the impact of the project as a whole, with emphasis on scientific return per dollar rather than per proposal. Modest (less than 15% of the total grant) expenses for computer equipment, travel, publication charges and supplies are allowable, provided that these items are clearly explained and justified in
the proposal. The following is a brief outline of budget documentation requirements by line item. (NOTE: All documentation, justification/explanation required on the line items below should be provided in the Budget Justification Narrative – Part 8 of the full proposal content.)

A. **Salaries, Wages and Fringe Benefits.** List individually, all senior personnel (names and abbreviated titles) and their percentage of effort dedicated to the project for each year’s budget (e.g. "John Smith, Asst. Prof., 15"). Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment or to reimburse faculty members for consulting or other time in addition to a regular full-time organization salary covering the same general period of employment. In most circumstances, particularly for institutions of higher education, salaries of administrative or clerical staff are included as part of indirect costs. However, salaries of administrative or clerical staff may be requested as direct costs for a project requiring an extensive amount of administrative or clerical support where these costs can be readily and specifically identified with the project. For fringe benefits please list the percentage of salary costs being applied to this grant as well as the normal institution fringe benefits percentage in the budget justification narrative.

B. **Consultant or Subcontractor Services.** Consultant services should be justified and information furnished on each individual/firm’s expertise, primary organizational affiliation, normal daily compensation rate and number of days of expected service. Consultants’ travel costs and per diem allowances should be listed in the **Budget Justification Narrative.** Payment for consultants’ services, exclusive of expenses, may not exceed the consultant’s normal rate or the normal daily maximum rate established by the research organization, whichever is less. Indirect costs are not applied to consultant expenses or subcontracts.

C. **Equipment.** Items of needed equipment should be listed individually by description and estimated cost, including tax, and adequately justified in the **Budget Justification Narrative.** General-purpose equipment, such as a personal computer, is not eligible for support unless exclusively used in the actual conduct of this project. Indirect costs are not applied to equipment.

D. **Travel.** Address the type and extent of travel and its relation to the project. This line item refers to travel, if any, that is required for your project. The travel expenses for the Science of Generosity project events are funded by the University of Notre Dame; therefore, the expenses for these two events should not be reflected in your **Budget Summary** and **Budget Justification Narrative.**

E. **Other Direct Costs.** Any costs charged to a grant must be reasonable and directly allocable to the supported activity. The budget should identify and itemize other anticipated direct costs not included under the headings above, including materials and supplies, publication costs, computer services, participant/subject costs, communications, and other direct expenses:
1. Materials and Supplies – Indicate types required and estimate costs.
2. Participant Costs – Indicate costs associated with testing on subjects including fees and travel for human subjects as well as care costs for animal testing.
3. Publication Costs – Costs associated with editing, reviewing, and printing.
4. Computer Services – Include justification based on estimated computer service rates at the proposing institution. Purchase of equipment should be included under line item C.
5. Communications – Possible communications costs include on-line services used for the direct work of this grant, shipping costs directly associated with the work of this grant, or separate telephone services needed to complete the work of this grant.
6. Other – Itemize and justify.

F. Total Direct Costs: Sum of line items A through E.

G. Indirect Costs. Indirect costs/overhead are not levied on equipment, consultants/subcontractors, or any function that is outsourced such as computer services. If this function is being performed by staff from the home institute, then indirect costs may be taken on it. Indirect costs are limited to 15% of applicable line items.

H. Total Costs: Sum of line items F and G.

III. Funding from Other Sources
Within this column of the Detailed Budget Summary, be sure to identify, in whole dollar amounts, each pending and/or current grant that may overlap with your potential funding from the University of Notre Dame.

8. Budget Justification Narrative (no page limit)
A narrative budget justification is required. Please explain the costs associated with each line item (you do not need justify separately each 12-month period). Also, include relevant detail on your sources of other funding when applicable. There is no page limit, but you are encouraged to be succinct.

Note: All awards will formally be made on a cost-reimbursable basis. Awardees must invoice for costs that have actually been incurred during the invoice period. Invoicing against the budget is not allowed (i.e. dividing the budget by the number of budget months). The invoice must be signed by a person who has responsibility for official financial data and can certify its validity. The PI is usually not this person. Payment will be provided within 30 days of invoice receipt.