

RESEARCH-PRACTICE PARTNERSHIP APPLICATION SAMPLE

Type: Research-Practice Partnership Grant

Principal Investigator:

Administering Organization: ?

[View/Print Proposal](#)

The deadline for this application is 4:00pm CDT, June 1, 2017.
Detailed application guidelines for this program can be found by [clicking here](#).

[-] Proposal Personnel

Principal Investigator (PI): As the PI, you are required to update your My Profile page (link in the upper right corner) and upload a PDF version of your current CV. By clicking My Profile, you will be leaving this page; we recommend clicking Save Draft in order to retain any information you may have input into the application before updating your profile.

Co-Principal Investigator (Co-PI): If there will be a Co-PI(s) on the project, they must be a registered user of the Spencer Foundation online system. The Co-PI is also required to update their My Profile page and upload a PDF version of their current CV.

Adding Co-PI(s) to your proposal: Once the Co-PI is a registered user, they will need to provide you with their Researcher PIN Number. They can find this number by logging in and clicking their My Profile link. Click the button below to enter the Co-PI's PIN number and last name; this will add them as a Co-PI and give them access to view and edit the proposal prior to submission.

[Add Co-PI](#)

[-] Proposal Summary

* Proposal Title:

* Project Start Date: ?

Requested Amount: *This will be pulled from the budget worksheet*

* Project End Date: ?

Number of months for project: *This will be calculated based on the project start and end dates.*

Note: Research-Practice grants may not start prior to December 1, 2017 and may not exceed 36 months.

* Proposal Summary (200 word limit)

200 words left

[-] Proposal Narrative

The proposal narrative should be uploaded as a PDF file and should clearly address the points outlined in the Proposal Narrative section of the Research-Practice Partnership Program Application Guidelines.

[Click here to access the Research-Practice Partnership Program Application Guidelines.](#)

Formatting requirements: The proposal narrative may not exceed 4000 words; at the conclusion of the narrative, please note the word count in parentheses. Your reference list should follow your narrative in the same PDF file and will not count toward the 4000 word limit. The text should be double-spaced and in a standard, readable font and font size.

[Upload Proposal Narrative PDF](#) ?

RESEARCH-PRACTICE PARTNERSHIP APPLICATION SAMPLE

Budget

Click the Edit Budget and Budget Narrative button below to enter your proposed project expenses and budget narrative. Budgets for the Research-Practice Partnership Program are limited to \$400,000, including indirect cost charges. The Spencer Foundation limits indirect cost charges to 15% of the direct costs.

For projects with subcontracts to other institutions, the subcontract budget total should be entered into the main budget in the space provided and the [Subcontract Budget Form](#) should be downloaded, filled out, saved as a PDF file, and uploaded using the Upload Subcontract Budget button below. Subcontract budgets may include 15% indirect cost charges, but may not be included when calculating the indirect costs in the main budget.

Note: If you have changed the project start or end date above please click "Save Draft" prior to editing your budget.

Edit Budget and Budget Narrative

Subcontract Budget(s):

After you click the Edit Budget and Budget Narrative button, a budget form will be available for you to complete.

	Year 1	Total
Salaries		
Principal Investigator	<input type="text"/>	<input type="text"/>
Co-PI(s)	<input type="text"/>	<input type="text"/>
Staff	<input type="text"/>	<input type="text"/>
Tuition/Fees	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>
Subtotal Personnel	<input type="text"/>	<input type="text"/>
Project Expenses		
Fees/Stipends	<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
Miscellaneous	<input type="text"/>	<input type="text"/>
Subtotal Project Exp	<input type="text"/>	<input type="text"/>
Total Direct Costs	<input type="text"/>	<input type="text"/>
Indirect Costs (15%)	<input type="text"/>	<input type="text"/>
Sub-Contract(1)	<input type="text"/>	<input type="text"/>
Sub-Contract(2)	<input type="text"/>	<input type="text"/>
Sub-Contract(3)	<input type="text"/>	<input type="text"/>
Total Project Costs	<input type="text"/>	<input type="text"/>

Budget Narrative



- Additional Information

Partner Letter: Please provide a letter from the partner organization(s) to the administering organization submitting this application. This letter should provide a description of the value of the partnership from the partner's perspective. (If there is more than one partner organization, please submit one representative letter.)

 Upload Partner Letter (PDF file)

- Appendices

If you have additional documents that you would like to attach to your proposal submission, please upload them as PDF files here. Examples of accepted Appendices include Memoranda of Understanding (MOUs), data-sharing agreements, description of governance processes, and other pertinent documents, as applicable.


Optional Appendices:  Upload 

- Signature from Authorized Representative of the Administering Organization

This proposal must be reviewed and authorized by an official at the Administering Organization (e.g., a sponsored projects administrator or financial officer). Once all of the elements of the application have been completed above and it has been saved by clicking the Save Draft button below, a PDF of the submission and Spencer's sign-off form can be produced by clicking the Proposal PDF button below, and then clicking the "Export as PDF" button within the pop-up window.

Proposal PDF:  Download Proposal PDF

The PDF of the proposal should be submitted to the authorized signer for review. Once the sign-off form has been completed, it must be uploaded as a PDF file using the button below. **Only the one page sign-off form needs to be uploaded.** Note: If your organization has a standard sign-off form for this purpose, that is also acceptable.

* One page sign-off form:  Upload PDF 