BABSON COLLEGE

RESEARCH PROPOSAL FORMAT
FOR MAJOR AWARDS, COURSE RELEASES,
SUMMER STIPENDS, AND OTHER FULL PROPOSALS

All information requested must be supplied in the format specified; failure to do so may result in the disqualification of an application. The words "NOT APPLICABLE" may be inserted in sections which do not apply to the applicant's proposal. Be sure to check with the funding sources for details on eligibility, funding options, and other requirements or limitations.

In submitting a proposal, please realize that the funding groups may be interdisciplinary and may not have extensive expertise in the applicant's field of endeavor. Therefore, explain all technical terms, jargon and procedures in lay terms. Eschew obfuscation.

The proposal must include information on each of the following points, in the manner and format specified. The proposal, excluding vita and any supporting documents, should not exceed five double-spaced typed pages. Major Award applications should not exceed 10 pages in length.

A. **Purpose**
   
   Problem or activity to be addressed.

B. **Literature Review** – not just a list of references
   
   The literature review should demonstrate your familiarity with related research (historical and/or current thoughts/issues) and add credence to the significance of your research.

C. **Significance**
   
1. Explain how this research proposal will enable you to exceed the threshold required for AQ status and/or your term chair.
2. Discuss the value of the research or creative activity and the relationship of this work to other work in this field.
3. Describe the status of the proposed work – new work, part of a larger, on-going undertaking, and/or the final stage of project. Indicate/how this work fits in your overall research agenda.
4. For a major award, it is expected that the project will offer more originality, depth, and scale than would be feasible under a typical award of a single course release or summer stipend.

D. **Research Design/Methodology (suggested to be 1.5 pages)**
   
   Techniques used to collect and analyze data: Address various aspects related to research design and methodology as appropriate for your proposed research project. Is the research a field study, experiment, historical analysis, ethnographic study or something else? Is this a longitudinal or cross-sectional design? What are the data sources? What are the data collection methods? How will sampling be conducted? What statistical analyses will be used to either confirm or refute the hypotheses?

E. **Work Plan** (appropriateness and manageability)
   
1. Project design
2. Proposed work schedule of major tasks
   
   Please be specific in outlining the work plan, including work already completed, work during this grant period, and/or work remaining after the grant period to bring this to publication. Appropriateness and manageability are the main criteria.
3. If this is a collaborative project, include a detailed description of how the work will be allocated.
F. **Expected Results or Product**
   Projected outcome or objectives, including plans beyond immediate Final Product. Specify titles of articles planned. Be clear on what you will deliver as your Final Product for this research award.

G. **Dissemination Plan**
   1. Target audience.
   2. Vehicle of dissemination (specify targeted publication outlets).
   3. Potential evaluation.

**Supporting Documents in addition to the 5-page proposal.**

H. **Proposal Cover Sheets** signed by the applicant and division chair.

I. **Budget**
   1. Explanation of budget (use line items given on Proposal Cover Sheet).
   2. Make every effort to include requests for research expenses in this proposal rather than coming back with a Mini-Grant application for this project.
   3. Note that funds for overhead are not allowed.

J. **Personal Qualifications**
   1. Complete vita.
   2. Additional relevant information may be added here.

PROPOSAL COVER SHEETS, PROJECT PROPOSALS, and SUPPORTING DOCUMENTS SHOULD BE FORWARDED as WORD.DOCX (NOT PDF) ATTACHMENTS TO the BFRF OFFICE VIA EMAIL

A HARD COPY of the PROPOSAL COVER SHEET with ORIGINAL SIGNATURES of the APPLICANT and DIVISION CHAIR MUST BE SENT TO the BFRF OFFICE