

FFE APPLICATION PROCEDURES

To apply, please go to:

<http://ors.umkc.edu/pre-award/funding-opportunities/funding-for-excellence>

Narrative Outline. The narrative must not exceed 6 (numbered) pages and must be submitted by the October 11th deadline. *No exception will be accepted of missing this deadline. Please also pay a close attention that **proposals that do not conform to the submission guidelines (below) will be returned without review (RWR)**. The text must be single-spaced with a standard type size of **11 point** or larger, and not more than 15 characters per inch. The bibliography is not included in the 6-page limitation. Use 1-inch margins throughout. Applicants must use the following outline when preparing the proposal narrative; however, additional sections may be added as appropriate to the specific request for funding.

1. Introduction (1/2 – 1 page suggested)

2. Project Goal and Objectives (1/2 -1 page suggested)

- Specific objectives including what the return on investment will be
- Significance, including a statement on the impact to UMKC
- Deliverable(s)

3. Project Background (1 page suggested)

- Previous work of applicant in proposed project area
- Prior work done by other scholars/researchers
- Relationship of proposed project to current state-of-the-field
- Description of how this FFE project advances the field

4. General Plan of Work (Suggested maximum 3 pages)

- Design of activities to be undertaken
- Description of methods and procedures, if appropriate
- Plans for preservation, documentation, and sharing of data or products, if appropriate
- Description of collaboration with other individuals, if appropriate
- Timetable for completion of project within 1-year

5. Statement of Expected Achievements that will result from this award. (suggested 1/2 page)

6. Budget and Justification Please use the budget template provided on the FFE webpage and include a justification of budgeted items. Append both the template and justification to the application narrative by creating a single PDF file before uploading. (Not included in the 6-page limit)

7. Bibliography (Not included in the 6-page limit)

8. Appendix 1-page appendix with figures, tables, etc. is allowed.

9. Biosketch 1-Page biosketch including relevant publications and other scholarly activities (Not included in 6-page limit).

Use of human subject and/or experimental animals. If the proposed study involves the use human subjects and/or experimental animals, the appropriate protocols **MUST** be filed for review with the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC), respectively, at the time of application. Applications without the accompanying required IRB and IACUC protocol submission will not be evaluated.

**Please note, the 2019-20 solicitation is a revision and the application document format compliance will be enforced to enhance the efficiency of internal review.*