***Innovation Hub Grant Proposal Template***

*Instructions*

* *Use this template to write your proposal. Please adhere to stated page limits, and do not delete any section headings.*
* *Do not change any of the document settings, such as font size (use Helvetica 12 pt) or margins (use 1 inch on all sides).*
* *Guidance for each required proposal section is presented in italic text. Before submission, delete all text in italics (including these instructions).*
* *If you cite references, choose a format appropriate for your discipline (APA, MLA, IEEE, etc.).*
* *Required proposal elements:*
  + *This document, completed by the PI team, within the guidelines stated here and within the program parameters detailed in the call for proposals.*
  + *A brief (2-page maximum) CV for each project team member.*
  + *A statement of support from the PI’s department head or dean (as appropriate); a brief email is sufficient.*
* *These required proposal elements should be combined into a single PDF file and submitted to the Innovation Hub via the online portal before the stated deadline.*

*(delete everything above this line before submission)*

**Title**:

**PI Team and Affiliations**: *(list the names, email addresses, role (e.g., associate professor, academic advisor, or undergraduate student), and home department, program, or college for each person on the PI team)*

**Requested Budget**:

**Abstract (200 words)**:

**Confirmation of consultation**

This project may benefit from a partnership with one or more of these entities, and by checking below the PI certifies that they have discussed this project with the appropriate entities. (check all that apply)

Center for Instructional Excellence

Purdue Libraries

Purdue Online/Instructional Technology Group

Envision Center

Experiential Education

Registrar/Enrollment Management

IDA+A

Student Life (ex.: living-learning community)

Departmental Advisors, Schedule Deputies, or Other Professional Staff

Another group not listed here (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Benefits for Stakeholders *(1 page maximum)***

*This section should clearly describe the primary stakeholders for this project (students, faculty, staff, parents, etc.), as well as the benefits for each stakeholder group. Proposers should reflect on these questions:*

* *Why is this problem important, and how will its solution benefit your stakeholders? What is the expected impact on your stakeholders at the completion of this project? In what ways will you measure or characterize this impact?*
* *Is this a project that you would like to do, or is it a project that your stakeholders would like to have done? How do you know what your stakeholders want? This section should present any evidence you have about stakeholders’ needs and prior success of this innovation in pilot studies (if available) with stakeholder groups.*
* *What evidence exists in the literature (or elsewhere) about the efficacy or effectiveness of innovations similar to the one pursued in this project? Contextualize relevant studies to build an argument about why your project will benefit stakeholders.*

**Alignment with Innovation Hub Priorities and Goals *(1/2 page maximum)***

*Based upon stated priorities, goals, and values of the Innovation Hub, make a compelling argument for how this project aligns with those interests. Proposers should reflect on these questions:*

* *How does this project and its planned execution align with Innovation Hub values for what we work on and how we do our work?*
* *How does this project advance one or more Innovation Hub goals, especially about scaling/propagation and transdisciplinarity?*

**Detailed Project Description *(2 page maximum)***

*Clearly describe the specific activities you will undertake in this project. Proposers should reflect on these questions:*

* *What expertise is required to execute this project? Does the PI team already possess such expertise? Will new partnerships be required in order to access the relevant expertise? If so, have you begun to build those partnerships?*
* *How do you plan to evaluate the success of the project? What metrics will you use to determine the extent to which the project is meeting its goals?*
* *What is the anticipated timeline for completion of these activities? Proposers should include a timeline, Gantt chart, or similar visual project plan.*

**Expected Budget and Brief Justification *(2/3 page maximum)***

*Proposers should ask for the funds they need to enable project success, subject to stated funding limits and allowable expenses. Proposers should reflect on these questions:*

* *Is the scope of the activity aligned with the budget request, for personnel, consumables, and other expenses?*
* *Does your personnel plan include reasonable and equitable payment for the participants in the project? Are you asking anyone for ‘favors’? Are you paying people for their labor?*
* *Have you requested funds for any items in the ‘ineligible expense’ category? (Please do not do this.)*

*Budgets should be presented as a brief table with expenses broken into very broad categories (personnel, supplies, etc.). At the time of proposal, these budgets can be reasonably accurate estimates of expenses. Budget justification should explain expenses in each category in narrative form.*

**References *(no page limit)***

*This section should list any references cited in the proposal.*