**Early Career Grants:
Strengthening Proposals for External Funding**

The proposal should be submitted by email to eiugrants@eiu.edu by noon on the advertised due date. Late proposals will not be reviewed.

In any round of funding, an individual may submit no more than one proposal. An individual may be the sole recipient of an Early Career Grant only once in an entire career.

Collaborative proposals are welcome. A collaborative proposal is defined as a proposal whose budget is divided among more than one recipient.

* An individual may be the collaborative recipient of an Early Career Grant more than once in their career.

Instructions for Preparing Proposals:

Applicants should provide responses to all prompts (beginning on page 2). Section headings and numbers must remain in the document. Include all relevant attachments as indicated below. Your Department Chair or immediate supervisor must sign the application.

Format:

Length, Fonts, and Margins

* The narrative portion of the proposal (sections 1 - 4) must not exceed five pages.
	+ This limitation does not include attachments (this cover page, outline or rough draft of external proposal, vita, and supplementary materials).
* The text should be single-spaced.
* Margins must not be smaller than one inch.
* The font should be 11-point Arial, Helvetica, or Times New Roman.

Style of Writing

* Proposals will be reviewed by committee members from diverse backgrounds. Therefore, proposals should be free of unnecessary jargon.

Attachments:

1. External Proposal: Attach an outline or draft copy of the external proposal you plan to submit. There is no page limit on this draft.
2. Vita: Please attach a current vita and indicate with an asterisk any publications or papers or other experiences that relate to the proposed project or which provide evidence of your ability to complete the work. The vita may not exceed five single-sided pages. Joint applicants may each include a vita not to exceed five single-sided pages.
3. Supplementary Materials: Examples of acceptable supplementary materials include survey questionnaires or other research instruments. Explanation of the relationship of these materials should be included in the five pages of the proposal itself. There is no page limit on supplementary material.

Signature of Department Chair:

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Department Chair Date

Early Career Grants: Strengthening Proposals for External Funding

Applicant Name(s)

Department(s)

**Title of Proposal**

1. **Proposed Internal (Early Career Grant) Funding**:
2. Project Goals: *Describe what you propose to accomplish with an Early Career Grant*.
3. Strengthening the Case for External Funding: *Describe how an Early Career Grant would enhance your effort to acquire external funding*.
4. Methodology: *Describe the steps you will take to implement the ECG-supported project. Include the anticipated schedule for completing the separate parts of the project*.
5. General Value: *Describe how an Early Career Grant would be valuable for you and for EIU even if your proposal for external funding is not successful*.
6. **Proposed External Funding**:
7. External Funding Opportunity: *Describe the externally funded project you hope to enable with an ECG grant. Include the name of the funding agency, the name of the grant program, the approximate application deadline when you will submit a proposal, and the approximate dollar value of the proposal you plan to submit*.
8. Significance: *Describe the significance of the externally funded project, including the features of your idea that should make it a good candidate for external funding. Please cite references as appropriate*.
9. Further Steps: *Describe how you would respond if your proposal for external funding is not successful*.
10. **Prior and Current Support**: *If you have received any internal or external grants in the last 5 years, please list them in the table below. You also may list grants received more than 5 years ago if they are relevant to any point you wish to make. You may extend the table as much as necessary*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Source of Funding** | **Amount ($)** | **Relation to Current Proposal** |
|  |  |  |  |
|  |  |  |  |

1. Budget: *Separately list expenditures for travel, student help, equipment, commodities, contractual services, and other. Itemize specific expenditures within each category. Provide sufficient explanation to justify the budget items*.