**Arts & Humanities Program Enhancement Grant (AHPEG) – Proposal Text Form**

 8 pages maximum, 11 pt. font

PI Name:

Proposal Title:

1. **Project / Issue and goals:** Provide a summary of the research or creative activity proposed.
2. **Research methods / creative activities:** Write a description of your proposed project, including scientific or creative objectives, data or materials to be used, methods of analysis or performance of the project. The proposal should be clearly understandable and jargon should be avoided.
3. **Significance of intended outcomes:** Describe the basis for the evaluation of results and/or conclusions, the importance, and the significance or contribution of your project to the field.
4. **Anticipated external funding:** It is expected that this supported research or creative activity will lead to your submission of proposals to external grant agencies, institutions or other funding sources for the further support of your proposal research or performance area. Describe how you plan to pursue additional external funding support. Provide information regarding the anticipated outside funding sources to support any follow-up activity, including, whenever possible, specific programs, amount of money available in those programs, and other pertinent detail. Address the question of how this award will enhance the prospects of external funding, and plans for submitting proposals to agencies, foundations, etc.
5. **Schedule of project activities:** Provide a statement indicating the amount of progress anticipated during the grant period and the intended schedule for completion of the plan (including start and completion dates), publication, performance, etc.
6. **Budget:** Provide a detailed and clear budget explanation. The information should mirror the items you will be placing in the budget section, but should be significantly more detailed. The description should be narrative in nature and should include quantifiable financial information.
7. **Departmental/College support:** Describe any additional support he PI will receive from the department and/or college. This special or non-routine support may include, but is not limited to, release time from teaching load, graduate student costs, rehearsal or performance space, lab space and/or technical assistance.
8. **Professional obligations:** List any professional obligations the PI has during the award period.
9. **List of Letters of Financial Support: If any letters or documents will attest to financial support they must be included in the Appendix, but list them here.** Documents certifying to the agreement between a PI and entity pledging cash, in-kind support, research or other activity on behalf of the proposal, must be documented. Documentation may take any number of forms. For example: FSU Cost Sharing Commitment Form, email correspondences, a contract, or a letter of support on letterhead of a commercial entity proffering in-kind services in lieu of cash. Documentation is required in such examples as symposium sponsorship, cash contributions by an academic department, research assistance by academic or non-academic personnel, or professional services by non-FSU entities. In short, any person, department, business or non-profit entity cited in the grant as assisting the PI financially must complete the FSU Cost Sharing Commitment Form. Additional documentation may be needed please contact the Program Coordinator for questions regarding financial support or cost-sharing documents.
10. **Appendices & References:** Include appendices as needed up to 8 pages total. Include a references list, if applicable. References, if any, will be placed in this section or if extremely long and detailed, the CRC encourages the PI to create a website for reviewers to learn more about the project and to provide the link here.