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Proposal Application Form

To submit a new proposal for the CB2 fall 2025 meeting, please complete the required proposal sections below and upload your application to <https://ndstate.co1.qualtrics.com/jfe/form/SV_9TxiSk0A8An0j5k> by August 11th, 2025 (CT).

Proposal Format Guidelines

Seed concept #, title:

Maximum length: 2 pages

Font size: 11 point

Font type: Times New Roman

Line spacing: Single

Margins: 1 inch

**Required Proposal Sections**

**Make this more like the generic budget justification and budget as well as the scope of work document from SPA.**

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**Project Title and Seed Concept #**

**PIs and co-PIs and Author of Seed Concept**

**Project Objectives**

One paragraph with short, clearly defined objective(s) including the potential impact of the work.

**Industrial Relevance, Need and Appropriateness for the Center**

Two paragraphs-DETAIL ANY EXISTING IP OR TRADE SECRETS RELATED TO THE PROPSOAL

**Experimental Plan**

One page of detailed experimental plan and plans to address risks.

**Proposed Deliverables**

One paragraph, can be bullets

**Research Facilities**

One paragraph addressing only key pieces of available equipment and/or durable goods to be purchased under the proposal budget.

**Timeline and Budget**

One paragraph with Gantt chart, include number of students supported. Include $500 for REU support. Include travel to mid-year meeting. Non-ISU PI include travel end of year meeting. 10% IDC required.

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| --- | --- | --- | --- | --- |
|  | **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| **Task 1** |  |  |  |  |
| **Task 2** |  |  |  |  |
| **Task 3** |  |  |  |  |
| **Task 4** |  |  |  |  |

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| --- | --- |
| **Budget** | |
| **Personnel** | |
| Faculty | $5,000.00 |
| Graduate Students | $25,000.00 |
| Fringe Benefits (30% for faculty + 3% for students) | $2,250.00 |
| **Operating Expense** | |
| Travel | $4,500.00 |
| Materials and Supplies | $5,000.00 |
| Instrument Charges | $2,400.00 |
| **Total Direct Costs** | **$44,150.00** |
| F&A (calculate 10% of total direct costs) | $4,415.00 |
| **Total** | **$48,565.00** |

**Budget Justification**

Partial summer salary is requested for Prof. Smith. Funding is requested for two graduate research assistants. Fringe benefits are calculated as 33% of faculty salary and 3% of GRA stipend. Fund are requested for travel to the two IAB meetings, materials and supplies needed to carry out the work and to cover charges for instrumental analysis of chemicals and materials.