

## **Suggested Outline of Proposal**

### **1. Cover Page**

### **2. Proposal Narrative (2-4 pages)**

#### **a. Background**

Description of the research with sufficient information so that reviewers can understand the context of the research. If this research builds on or complements other research, briefly describe how it does so.

#### **b. Objectives and Deliverables**

Specific outcomes of the research if successful. If the research is co-funded by another organization, discuss the specific objectives associated with TCSS funding. Also, list the deliverables expected from the research (reports, papers, presentations, databases, etc.).

#### **c. Justification**

What are the benefits to TCSS members and southern Arizonans?

#### **d. Approach**

Describe what you will do so that reviewers can judge the likelihood that your research will be successful in accomplishing its objectives. If multiple investigators are involved, indicate who will lead each major task.

#### **e. Schedule**

### **3. Budget (1 page, separate)**

Show how the funds will be spent, listing by salaries, travel, services, supplies, and miscellaneous. If the project is co-funded by another organization, you need list only those expenses paid for with TCSS funds.

### **4. Resumes of Investigators (2 page limit)**

### **5. Professional References (2 page limit)**

# Budget

	<b>time</b>	<b>cost</b>
<b>Personnel Services</b>		
Principal Investigator	<b>Disallowed</b>	<b>XX</b>
Associate Investigator	<b>XX</b>	<b>XX</b>
Other services	<b>XX</b>	<b>XX</b>
<b>Operating Expenses</b>	<b>XX</b>	<b>XX</b>
<b>Travel</b>		
Lodging	<b>XX</b>	<b>XX</b>
Transportation	<b>XX</b>	<b>XX</b>
<b>Equipment (note \$250 per item)</b>		<b>XX</b>
<b>Other</b>	<b>XX</b>	<b>XX</b>
		_____
<b>Sub-total</b>		<b>XXXXX</b>
<b>Indirect Cost</b>	<b>Disallowed</b>	
		_____
<b>TOTAL</b>		<b>XXXXX</b>

**Budget Justification -**