

Center to Advance Research and Teaching in the Social Sciences

Guidelines for Funding Proposals

CU-Boulder Tenured and Tenure-Track Faculty are eligible to apply for Faculty Awards up to \$4000. CU-Boulder Graduate Students who have completed at least 1 year of their PhD program are eligible to apply for Graduate Student Awards up to \$1200.

I. The proposal should be a **maximum of 3 single-spaced pages** and include:

A. Statement of the problem/research question: Use language for a broad audience of non-expert social scientists, given diverse social science representation of evaluators.

B. Research Design or methods: How will the study be designed to address the problem? Proposals should be specific in details of the research design.

C. Implications and importance: Once executed, what novel impact will the study have on our understanding of the research problem?

II. The proposal (3 pages max) plus the bibliography (if necessary), budget justification (with line items) and CV should be submitted as a single pdf file to cartss@colorado.edu. First page of the pdf file should be a cover page that lists the following: Name, Department, Email, Total Funding Request, Proposal Title, and date(s) of any prior CARTSS funding (or state no prior CARTSS funding). Title of pdf document should read Lastname_Dept_Grad for graduate student proposals and Lastname_Dept_Fac for faculty proposals.

III. Proposed use of funds should be central to the completion of the research, such as: data collection, travel for field work, data access, research assistance, software, participant incentives, etc. Researcher's own time and conference travel are not funded by CARTSS seed grants. Likewise, general purchases such as laptop purchases are not allowed uses of CARTSS grant funds.

IV. Proposals can include a request for an additional \$1k supplemental grant to incorporate undergraduate students(s) as a member(s) of their research team (for a maximum budget of \$5k for faculty proposals and \$2.2k for graduate student proposals). Researchers should add to their proposal how they would employ an undergraduate(s) in their research with relevant line items. The funds may be used for hourly pay, travel, or other relevant research activities by undergraduates.

V. Applicants are not required to have applied for IRB approval before submitted proposals, but if proposed research will require IRB approval, the proposal should include information on whether IRB application has been submitted or approved.

VI. Proposals that are collaborations between faculty and graduate students should only be submitted in one category (either faculty or graduate student). Because norms differ across fields regarding listing faculty advisors as coauthors on dissertation research, collaborations on dissertation research should only be submitted as faculty proposals if faculty engagement in the research project well exceeds standard responsibilities as advisor.